



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

**Regular Board Meeting  
Wednesday, December 20, 2017**

**7:00 P.M. Regular Board Meeting**

**Community Center  
1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 20, 2017  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for December 6, 2017.
2. Approve Register of District Invoices.
3. Approve and adopt Resolution No. 2017-19 to Provide Workers' Compensation Coverage to Board and Volunteers.
4. Approve Agency Comment Request – Development Plan Application – DP17-3052 Floating Boat Dock 1214 Marina Circle.
5. Approve Agency Comment Request – Variance Permit Application – VR17-1049 Side Yard Canopy Variance 124 Tennyson Court.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report.

**E. PRESENTATIONS**

1. Mark Armstrong - Pantages Properties Update Presentation.
2. District Water Engineer Shobe – Water Meter Project Report.

**F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of November 2017.

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the Board position of President Pro-Tempore.
2. Discussion and possible action regarding Board Member assignment to ECWMA.

**H. INFORMATIONAL ITEMS ONLY**

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports.
2. Other Reportable Items.

**J. MANAGER'S REPORT**

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

1. Received – Letter from Restore the Delta – Funding to continue the effort to stop the Delta Tunnels - November 20, 2017.
2. Received – Email from Jim Mattison – Patrol Car/ERP for Discovery Bay – December 13, 2017.

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

1. Adjourn to the next regular meeting on January 17, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

**Wednesday December 6, 2017  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Leete.
2. Pledge of Allegiance – Led by President Leete.
3. Roll Call – All present with the exception of Director Steele.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

Public Comment Regarding:

- Traffic and speeding issue.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for November 15, 2017.
2. Approve Register of District Invoices.
3. Approve Board and Management Attendance at the 2018 Annual State of the Town Event.
4. Approve Board Officers for 2018 Calendar Year.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report – No report
2. Sheriff's Office Report – Lieutenant Steve Borbely – Provided the details of the sheriff report regarding citations, burglaries, and changes with Marine Control Staff.
3. CHP Report – Officer Thomas provided an update for the month of November regarding citations (speed and registration) and DUI violations. There was discussion regarding the number of hours CHP spends in Discovery Bay (roughly 80 hours a month).

**E. LIAISON REPORTS**

None

**F. PRESENTATIONS**

1. District Water Engineer Shobe – Water Meter Project Report – Item pulled; presentation is scheduled for the December 20, 2017 Board meeting.

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the cancellation of the Regular Board Meeting.

General Manager Davies – Provided the details of the cancellation of the January 3, 2018 Regular Board meeting.

Motion by: Director Mayer to approve the recommendation from the Internal Operations Committee to cancel the Regular Board Meeting of January 3, 2018.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

**2. Discussion and possible action regarding the Electronic Check Signature Process.**

Finance Manager Breitstein – Provided the details of the Electronic Check Signature Process regarding the measures to protect the District along with security concerns. There was discussion regarding the security measures, cost, software, and the process to begin in January.

Motion by: Director Pease to authorize staff to implement automated check signing and approval process.

Second by: Director Mayer.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

**3. Discussion and possible action regarding the Annual Board Workshop for 2018.**

General Manager Davies – Provided the details of the Annual Board Workshop for 2018. There was discussion regarding the date and time for the Board Workshop. The Board consensus is to set the date and time for the 2018 Annual Board Workshop for March 1, 2018 at 4:00 P.M.

**4. Discussion and possible action regarding the Agency Comment Request – Land Use Permit and Development Plan Application LP17-2027 – Upgrades to the Existing McDonald's.**

General Manager Davies – Provided the details for the upgrades to the existing McDonald's. There was discussion regarding the guidelines and restrictions set by the County.

Motion by: Vice-President Graves to recommend that the County review prior guidelines and that the project is in conformance with color and structure at the Sandy Cove Shopping Center.

Second by: Director Pease.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

**5. Discussion and possible action regarding the approval of Notice of Completion for Plant No. 2 - Effluent Filtration Project (Master Plan Projects No. 5, 7, 10, 12).**

General Manager Davies – Provided the details of the Notice of Completion for Plant No. 2 Effluent Filtration Project (Master Plan Projects No. 5, 7, 10, 12). There was discussion regarding the project; couple of warranty items to complete.

Motion by: Director Pease to approve the Notice of Completion and authorize the General Manager to release all retention for this project to Auburn Construction.

Second by: Vice-President Graves.

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 0, ABSENT: 1 – Director Steele.

**H. MANAGER'S REPORT**

None

**I. INFORMATIONAL ITEMS ONLY**

None

**J. DIRECTORS' REPORTS**

**1. Standing Committee Reports**

Director Pease – Provided the details of the Water and Wastewater meeting of November 16, 2017 regarding the Operations and Maintenance Manual (O&M) for Plant No. 2 and the replacement of a water line near the Steakhouse and Firwood.

President Leete – Provided the details of the East County Water Management meeting of November 30, 2017 regarding Grants.

**2. Other Reportable Items**

**K. GENERAL MANAGER'S REPORT**

None

**L. CORRESPONDENCE RECEIVED**

1. Received – East Contra Costa Fire Protection District meeting minutes for November 6, 2017.

**M. FUTURE AGENDA ITEMS**

1. Parks and Recreation Committee Agenda - Community Center outdoor lighting – Front of Building.

2. Board Member assignment to ECWMA.

**N. ADJOURNMENT**

1. The meeting adjourned at 7:19 p.m. to the next regular meeting of December 20, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-08-17

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

December 20, 2017

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael Davies, General Manager

MRD

### Agenda Title

Approve Register of District Invoices.

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 417,616.95

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018.  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018.  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018.

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On December 20, 2017  
Town of Discovery Bay CSD  
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Brentwood Ace Hardware	808/113017	Landscape Reimb (Z61)	11/30/17	\$37.00
Mt. Diablo Resource Recovery	1396030	40 Yd Green Pull & Replace (Z35,Z57,Z61)	10/31/17	\$1,122.00
U.S. Bank Corporate Payment System	4246044555703473/711	Landscape Maintenance (Z35,Z57,Z61)	11/27/17	\$43.65
		<b>Contra Costa County</b>	<b>Sub-Total</b>	<b>\$1,202.65</b>
<b>Water</b>				
Alhambra	13710019 112417	Bottle Water Service	11/24/17	\$12.92
ASPIRE	13145 121517	457(b) 12/01/17-12/15/17	12/15/17	\$287.02
Badger Meter	80015936	Beacon Cellular Data Nov 2017	11/30/17	\$4,914.58
Big Dog Computer	BDC33346	IT Support, Backup And Outlook	12/12/17	\$196.00
Brentwood Ace Hardware	808/113017	Vehicle Repair & Maintenance	11/30/17	\$2.68
Brentwood Ace Hardware	808/113017	General Repair	11/30/17	\$9.72
Brentwood Ace Hardware	808/113017	Misc. Small Tools	11/30/17	\$18.52
Brentwood Ace Hardware	808/113017	Building Maintenance	11/30/17	\$34.66
California Consulting, LLC	2472	Grant Consulting Services	11/30/17	\$19.00
Cintas	185634269	Mats, Etc.	11/29/17	\$15.20
Cintas	185635318	Mats, etc.	12/06/17	\$6.50
County Of Contra Costa, Dept. of Info Tec	11411	Data Processing Charges Oct 2017	11/28/17	\$20.60
Freedom Mailing Service, Inc	32581	Water Bill Processing Nov 2017	12/08/17	\$2,107.59
J.W. Backhoe & Construction, Inc.	2905	Gate Valve Repair Cutter Loop	12/04/17	\$5,048.08
Koff & Associates	4183	Human Resources Staff Assistance	12/05/17	\$432.00
Luhdorff & Scalmanini	33416	Bi-Annual Well Testing	11/26/17	\$5,047.50
Luhdorff & Scalmanini	33417	SCADA Upgrades Newport	11/26/17	\$10,901.10
Luhdorff & Scalmanini	33418	Water Meter Installation Project Nov 2017	11/26/17	\$19,774.98
Luhdorff & Scalmanini	33418	General Services Nov 2017	11/26/17	\$4,456.25
Luhdorff & Scalmanini	33419	DWSAPP's For Wells	11/26/17	\$5,111.50
MailFinance	N6880780	Quarterly Postage Machine Lease	12/04/17	\$85.83
Mt. Diablo Resource Recovery	1403063	20 Yd Trash	11/30/17	\$248.69
Neumiller & Beardslee	288806	Water Meter Project Nov 2017	11/20/17	\$476.50
Neumiller & Beardslee	288806	General Services Nov 2017	11/20/17	\$9,463.20
Neumiller & Beardslee	288806	Litigation Nov 2017	11/20/17	\$2,826.40
Neumiller & Beardslee	288808	Hofmann v. TODB	11/20/17	\$1,728.60
Office Depot	980561836001	Office Supplies	11/15/17	\$139.14
Office Depot	982769399001	Office Supplies	11/21/17	\$49.67
Paul E. Vaz Trucking, Inc.	53718	Material 11/21/17	11/21/17	\$490.75
Paul E. Vaz Trucking, Inc.	53719	Freight 11/21/17	11/21/17	\$521.87
ReliaStar Life Insurance Company	#JR 52 457(B) 121517	457(b) 12/01/17-12/15/17	12/15/17	\$172.00
Ricoh USA, Inc	1073559429	Photocopier Supplies	12/01/17	\$18.64
Ricoh USA, Inc	5051320447	Photocopier	11/20/17	\$33.72
Star Awards	17-12-001	Office Supplies	12/04/17	\$4.07
SWRCB	WD-0127187	Annual Permit FY 17-18	12/05/17	\$500.00
SWRCB	WD-0129981	Annual Permit FY 17-18	12/05/17	\$2,088.00
Town of Discovery Bay CSD	2017-2018	Rental Of Community Center FY 2017-2018	11/30/17	\$13,200.00
U.S. Bank Corporate Payment System	4246044555703473/711	Travel & Meetings	11/27/17	\$125.93
U.S. Bank Corporate Payment System	4246044555703473/711	Telephone General	11/27/17	\$441.77
U.S. Bank Corporate Payment System	4246044555703473/711	Telecom Networking	11/27/17	\$401.78
U.S. Bank Corporate Payment System	4246044555703473/711	Vehicle & Equipment Fuel	11/27/17	\$483.58
U.S. Bank Corporate Payment System	4246044555703473/711	Vehicle Supplies & Repairs	11/27/17	\$610.11
U.S. Bank Corporate Payment System	4246044555703473/711	Info System	11/27/17	\$276.00
U.S. Bank Corporate Payment System	4246044555703473/711	General Repairs	11/27/17	\$119.08
U.S. Bank Corporate Payment System	4246044555703473/711	Computer Software	11/27/17	\$55.99
U.S. Bank Corporate Payment System	4246044555703473/711	Computer Equipment	11/27/17	\$656.74
U.S. Bank Corporate Payment System	4246044555703473/711	Postage	11/27/17	\$10.49
U.S. Bank Corporate Payment System	4246044555703473/711	Office Supplies	11/27/17	\$110.90
U.S. Bank Corporate Payment System	4246044555703473/711	Safety Supplies	11/27/17	\$11.25
U.S. Bank Corporate Payment System	4246044555703473/711	Special Expense	11/27/17	\$26.05
Upper Case Printing, Ink.	12661	Office Supplies	11/20/17	\$359.12
Veolia Water North America	90131388	Large Replacement Aug-Sept 2017	11/29/17	\$4,906.48
Veolia Water North America	90131394	Preventative & Corrective Aug-Sept 2017	11/29/17	\$3,029.28
Veolia Water North America	90131395	Preventative & Corrective July 2017	11/29/17	\$3,839.74
Veolia Water North America	90131710	Monthly O&M Fee Dec 2017	12/01/17	\$52,597.21
Veolia Water North America	90132303	Large Replacement Oct 2017	12/06/17	\$106.76
Veolia Water North America	90132308	Preventative & Corrective Oct 2017	12/06/17	\$484.68

Verizon Wireless	9797046943	Cell Phone Bill Nov 2017	11/26/17	\$324.51
			<b>Water</b>	<b>Sub-Total</b>
				<b>\$159,440.93</b>
<b>Wastewater</b>				
Alhambra	13710019 112417	Bottle Water Service	11/24/17	\$19.37
ASPIRE	13145 121517	457(b) 12/01/17-12/15/17	12/15/17	\$430.54
Big Dog Computer	BDC33346	IT Support, Backup And Outlook	12/12/17	\$294.00
Bill Brandt Ford	170930	Vehicle Repair & Maintenance	11/17/17	\$78.94
Brentwood Ace Hardware	808/113017	Misc. Small Tools	11/30/17	\$27.77
Brentwood Ace Hardware	808/113017	Building Maintenance	11/30/17	\$51.99
California Consulting, LLC	2472	Grant Consulting Services	11/30/17	\$28.50
Cintas	185634269	Mats, Etc.	11/29/17	\$22.81
Cintas	185634269	Uniforms	11/29/17	\$5.56
Cintas	185635318	Mats, etc.	12/06/17	\$9.74
Cintas	185635318	Uniforms	12/06/17	\$5.56
Comcast	8155400350232938/173	Internet Service WWTP#2	12/03/17	\$119.95
Comcast	8155400350232946/173	Internet Service WWTP#1	12/03/17	\$111.08
County Of Contra Costa, Dept. of Info Tec	11411	Data Processing Charges Oct 2017	11/28/17	\$30.90
Herwit Engineering	17-11	Professional Services Nov 2017	11/30/17	\$1,110.00
Koff & Associates	4183	Human Resources Staff Assistance	12/05/17	\$648.00
MailFinance	N6880780	Quarterly Postage Machine Lease	12/04/17	\$128.75
Mt. Diablo Resource Recovery	1403063	20 Yd Trash	11/30/17	\$373.04
Neumiller & Beardslee	288806	General Services Nov 2017	11/20/17	\$4,764.30
Neumiller & Beardslee	288806	Litigation Nov 2017	11/20/17	\$4,239.60
Neumiller & Beardslee	288808	Hofmann v. TODB	11/20/17	\$2,592.90
Office Depot	980561836001	Office Supplies	11/15/17	\$208.72
Office Depot	982769399001	Office Supplies	11/21/17	\$74.50
ReliaStar Life Insurance Company	#JR 52 457(B) 121517	457(b) 12/01/17-12/15/17	12/15/17	\$258.00
Ricoh USA, Inc	1073559429	Photocopier Supplies	12/01/17	\$27.96
Ricoh USA, Inc	5051320447	Photocopier	11/20/17	\$50.58
Star Awards	17-12-001	Office Supplies	12/04/17	\$6.11
SWRCB	WD-0126766	Annual Permit FY 17-18	12/05/17	\$19,719.00
Town of Discovery Bay CSD	2017-2018	Rental Of Community Center FY 2017-2018	11/30/17	\$19,800.00
U.S. Bank Corporate Payment System	4246044555703473/711	Travel & Meetings	11/27/17	\$188.89
U.S. Bank Corporate Payment System	4246044555703473/711	Telephone General	11/27/17	\$1,243.74
U.S. Bank Corporate Payment System	4246044555703473/711	Telecom Networking	11/27/17	\$602.66
U.S. Bank Corporate Payment System	4246044555703473/711	Vehicle & Equipment Fuel	11/27/17	\$241.53
U.S. Bank Corporate Payment System	4246044555703473/711	Vehicle Supplies & Repair	11/27/17	\$915.16
U.S. Bank Corporate Payment System	4246044555703473/711	Info System	11/27/17	\$414.00
U.S. Bank Corporate Payment System	4246044555703473/711	Computer Software	11/27/17	\$83.99
U.S. Bank Corporate Payment System	4246044555703473/711	Computer Equipment	11/27/17	\$985.10
U.S. Bank Corporate Payment System	4246044555703473/711	Office Supplies	11/27/17	\$166.35
U.S. Bank Corporate Payment System	4246044555703473/711	Safety Supplies	11/27/17	\$16.88
U.S. Bank Corporate Payment System	4246044555703473/711	Special Expense	11/27/17	\$138.07
Veolia Water North America	90131383	UV Repair Aug-Sept 2017	11/29/17	\$54.50
Veolia Water North America	90131384	Large Replacement July 2017	11/29/17	\$9,768.00
Veolia Water North America	90131385	General Repairs July 2017	11/29/17	-\$367.22
Veolia Water North America	90131386	Misc. Small Tools July 2017	11/29/17	\$428.18
Veolia Water North America	90131387	UV Repair July 2017	11/29/17	\$18,963.77
Veolia Water North America	90131388	Large Replacement Aug-Sept 2017	11/29/17	\$7,359.73
Veolia Water North America	90131389	General Repairs Aug-Sept 2017	11/29/17	\$88.97
Veolia Water North America	90131391	Misc. Small Tools Aug-Sept 2017	11/29/17	\$378.09
Veolia Water North America	90131392	Chemicals Aug-Sept 2017	11/29/17	\$11,469.04
Veolia Water North America	90131394	Preventative & Corrective Aug-Sept 2017	11/29/17	\$8,692.54
Veolia Water North America	90131395	Preventative & Corrective July 2017	11/29/17	\$4,470.49
Veolia Water North America	90131396	Vehicle & Maintenance July 2017	11/29/17	\$6,309.17
Veolia Water North America	90131710	Monthly O&M Fee Dec 2017	12/01/17	\$78,895.81
Veolia Water North America	90132303	Large Replacement Oct 2017	12/06/17	\$160.13
Veolia Water North America	90132304	Vehicle & Maintenance Oct 2017	12/06/17	\$1,498.58
Veolia Water North America	90132306	WWTP#2 Lab Building Oct 2017	12/06/17	\$1,400.08
Veolia Water North America	90132307	UV Repair Oct 2017	12/06/17	\$29,883.45
Veolia Water North America	90132308	Preventative & Corrective Oct 2017	12/06/17	\$5,321.52
Verizon Wireless	9797046943	Cell Phone Bill Nov 2017	11/26/17	\$234.15
			<b>Wastewater</b>	<b>Sub-Total</b>
				<b>\$245,243.52</b>
			<b>Grand Total</b>	<b>\$405,887.10</b>

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On December 20, 2017  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Zone 8</b>				
Brentwood Ace Hardware	808/113017	Equipment Maintenance	11/30/17	\$21.79
Brentwood Ace Hardware	808/113017	Building Maintenance	11/30/17	\$160.48
Cintas	185633240	Uniforms	11/22/17	\$56.25
Cintas	185634270	Uniforms	11/29/17	\$56.25
Cintas	185635317	Uniforms	12/06/17	\$56.25
Mt. Diablo Resource Recovery	1396030	40 Yd Green Pull & Replace	10/31/17	\$250.00
Mt. Diablo Resource Recovery	17-0001966/113017	Com 2 Yd Bin	11/30/17	\$318.35
Neumiller & Beardslee	288806	General Services Nov 2017	11/20/17	\$746.00
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 11/01/17-11/30/17	11/30/17	\$15.29
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 11/01/17-11/30/17	11/30/17	\$66.55
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 11/01/17-11/30/17	11/30/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 11/01/17-11/30/17	11/30/17	\$59.35
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 11/01/17-11/30/17	11/30/17	\$38.60
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 11/01/17-11/30/17	11/30/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 11/01/17-11/30/17	11/30/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 11/01/17-11/30/17	11/30/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 11/01/17-11/30/17	11/30/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 11/01/17-11/30/17	11/30/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 11/01/17-11/30/17	11/30/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 11/01/17-11/30/17	11/30/17	\$24.29
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 11/01/17-11/30/17	11/30/17	\$77.34
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 11/01/17-11/30/17	11/30/17	\$55.76
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 11/01/17-11/30/17	11/30/17	\$15.29
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 11/01/17-11/30/17	11/30/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 11/01/17-11/30/17	11/30/17	\$29.60
U.S. Bank Corporate Payment System	4246044555703473/711	Vehicle & Equipment Fuel	11/27/17	\$366.54
U.S. Bank Corporate Payment System	4246044555703473/711	Misc. Small Tools	11/27/17	\$16.55
U.S. Bank Corporate Payment System	4246044555703473/711	Building Maintenance	11/27/17	\$1,156.03
Verizon Wireless	9797046943	Cell Phone Bill Nov 2017	11/26/17	\$132.87
<b>Total</b>				<b>\$4,024.87</b>
<b>Community Center</b>				
Alhambra	13710019 112417	Community Center-Bottle Water Service	11/24/17	\$51.75
Big Dog Computer	BDC33347	Community Center-IT Support	12/12/17	\$65.00
Brentwood Ace Hardware	808/113017	Community Center-Building Maintenance	11/30/17	\$39.70
Cintas	185633240	Community Center-Mats, Etc.	11/22/17	\$54.28
Cintas	185634270	Community Center-Mats, Etc.	11/29/17	\$71.54
Cintas	185635317	Community Center-Mats, Etc.	12/06/17	\$19.76
Denalect Alarm Company	R53629	Community Center-Quarterly Alarm Charge	12/01/17	\$96.00
Karina Dugand	50	Community Center-Program Fees	11/30/17	\$1,198.50
Lincoln Equipment, Inc.	EW000546	Community Center-Pool Maintenance	11/15/17	\$652.07
Mt. Diablo Resource Recovery	1396030	Community Center-40 Yd Green Pull & Replace	10/31/17	\$160.00
Mt. Diablo Resource Recovery	17-0013218/113017	Community Center-Com 3 Yd Bin	11/30/17	\$444.66
Neumiller & Beardslee	288806	Community Center-General Services Nov 2017	11/20/17	\$230.00
Office Depot	978291631001	Community Center-Office Supplies	11/08/17	\$124.32
Office Depot	981007992001	Community Center-Office Supplies	11/16/17	\$104.52
Office Depot	984730415001	Community Center-Office Supplies	11/29/17	\$78.20
Smearad Paint	103317-06	Community Center-Program Fees	12/04/17	\$180.00
Smearad Paint	11212017-10	Community Center-Program Fees	11/21/17	\$75.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 11/01/17-11/30/17	11/30/17	\$30.40
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 11/01/17-11/30/17	11/30/17	\$202.24
U.S. Bank Corporate Payment System	4246044555703473/711	Community Center-Training	11/27/17	\$445.00
U.S. Bank Corporate Payment System	4246044555703473/711	Community Center-Events	11/27/17	\$50.00
U.S. Bank Corporate Payment System	4246044555703473/711	Community Center-Telephone General	11/27/17	\$397.73
U.S. Bank Corporate Payment System	4246044555703473/711	Community Center-Monthly Software	11/27/17	\$363.38
U.S. Bank Corporate Payment System	4246044555703473/711	Community Center-Building Maintenance	11/27/17	\$471.70
<b>Total</b>				<b>\$5,605.75</b>
<b>Grand Total</b>				<b>\$9,630.62</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 20, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/113017	Equipment Maintenance	11/30/17	\$18.67
Cintas	185633240	Uniforms	11/22/17	\$56.26
Cintas	185634270	Uniforms	11/29/17	\$56.26
Cintas	185635317	Uniforms	12/06/17	\$56.26
Mt. Diablo Resource Recovery	1396030	40 Yd Green Pull & Replace	10/31/17	\$250.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 11/01/17-11/30/17	11/30/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 11/01/17-11/30/17	11/30/17	\$52.16
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 11/01/17-11/30/17	11/30/17	\$46.76
U.S. Bank Corporate Payment System	4246044555703473/711	Telephone General	11/27/17	\$7.70
U.S. Bank Corporate Payment System	4246044555703473/711	Vehicle & Equipment Fuel	11/27/17	\$509.61
U.S. Bank Corporate Payment System	4246044555703473/711	Equipment Repair & Maintenance	11/27/17	\$852.26
U.S. Bank Corporate Payment System	4246044555703473/711	Building Maintenance	11/27/17	\$30.80
Verizon Wireless	9797046943	Cell Phone Bill Nov 2017	11/26/17	\$132.89
			<b>Total</b>	<b>\$2,099.23</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

December 20, 2017

**Prepared By:** Michael Davies, General Manager  
**Submitted By:** Michael Davies, General Manager

MPD

**Agenda Title:**

Adopt Resolution No. 2017-19 to Provide Workers' Compensation Coverage to Board and Volunteers.

**Recommended Action**

Adopt Resolution No. 2017-19 to provide workers' compensation coverage to Town Board Members and Volunteers, and authorize the General Manager to file a copy of the Resolution with SDRMA.

**Executive Summary**

Currently, the Discovery Bay Board of Directors, interns and other volunteers who are injured while engaged in service to the Town are not covered under Workers' Compensation benefits.

Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code Section 3363.5 and a copy of the Resolution is filed with the Special District Risk Management Association ("SDRMA"). If such a resolution is adopted, and the Board Member or Volunteer is injured while performing duties for the Town, the Board Member or Volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the Town is through the Workers' Compensation system.

Resolution No. 2017-19 has been drafted to comply with Labor Code Section 3363.5.

The estimated annual cost to provide Board Members workers' compensation coverage through SDRMA is \$200.00. SDRMA coverage for volunteers and unpaid interns will be on an as-needed-basis at about \$1.00 per volunteer hour.

**Previous Relevant Board Actions for This Item**

**Attachments**

Resolution No. 2017-19

**AGENDA ITEM: C-3**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2017-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
DECLARING THAT GOVERNING BOARD MEMBERS AND VOLUNTEERS  
SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT  
FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE  
FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

**WHEREAS**, the Town of Discovery Bay Community Services District utilizes the services of Governing Board Members and Volunteers; and

**WHEREAS**, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

**WHEREAS**, the Board of Directors, as the governing body of the Town of Discovery Bay Community Services District, wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons:

1. All Members of the Governing Board of the Town of Discovery Bay Community Services District as presently or hereafter constituted; and/or
2. All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses; and/or
3. Individuals on Work-study programs; and/or
4. Interns; and/or
5. Other Volunteers

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Town of Discovery Bay Community Services District, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Board Member and other designated individuals be deemed to be employees of the Town of Discovery Bay Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Board Members and other designated individuals will not be considered an employee of the Town of Discovery Bay Community Services District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Board Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Town of Discovery Bay Community Services District.

PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> DAY OF DECEMBER 2017.

---

Robert Leete  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on December 20, 2017 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Michael R. Davies  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

December 20, 2017

**Prepared By:** Michael R. Davies, General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Agency Comment Request – Development Plan Application – Floating Boat Dock – 1214 Marina Circle.

### Recommended Action

Authorize the General Manager to complete and sign the "Agency Comment Request" noting the comment: "Recommend installation of backflow device if water line extends to new dock."

### Executive Summary

The Contra Costa County Department of Conservation and Development has requested input regarding an applicant's request for approval of a development plan to put in a new floating boat dock at 1214 Marina Circle, Discovery Bay.

Staff has reviewed the plans and would like to have the applicant install a backflow device to any water line or hose bib that may be extended to the new dock. Upon board approval, this recommendation will be noted on the Agency Comment Request.

### Previous Relevant Board Actions for This Item

None.

### Attachments

Agency Comment Request – Development Plan Application – DP17- 3052.

**AGENDA ITEM: C-4**

Jan 12/6/17  
 10



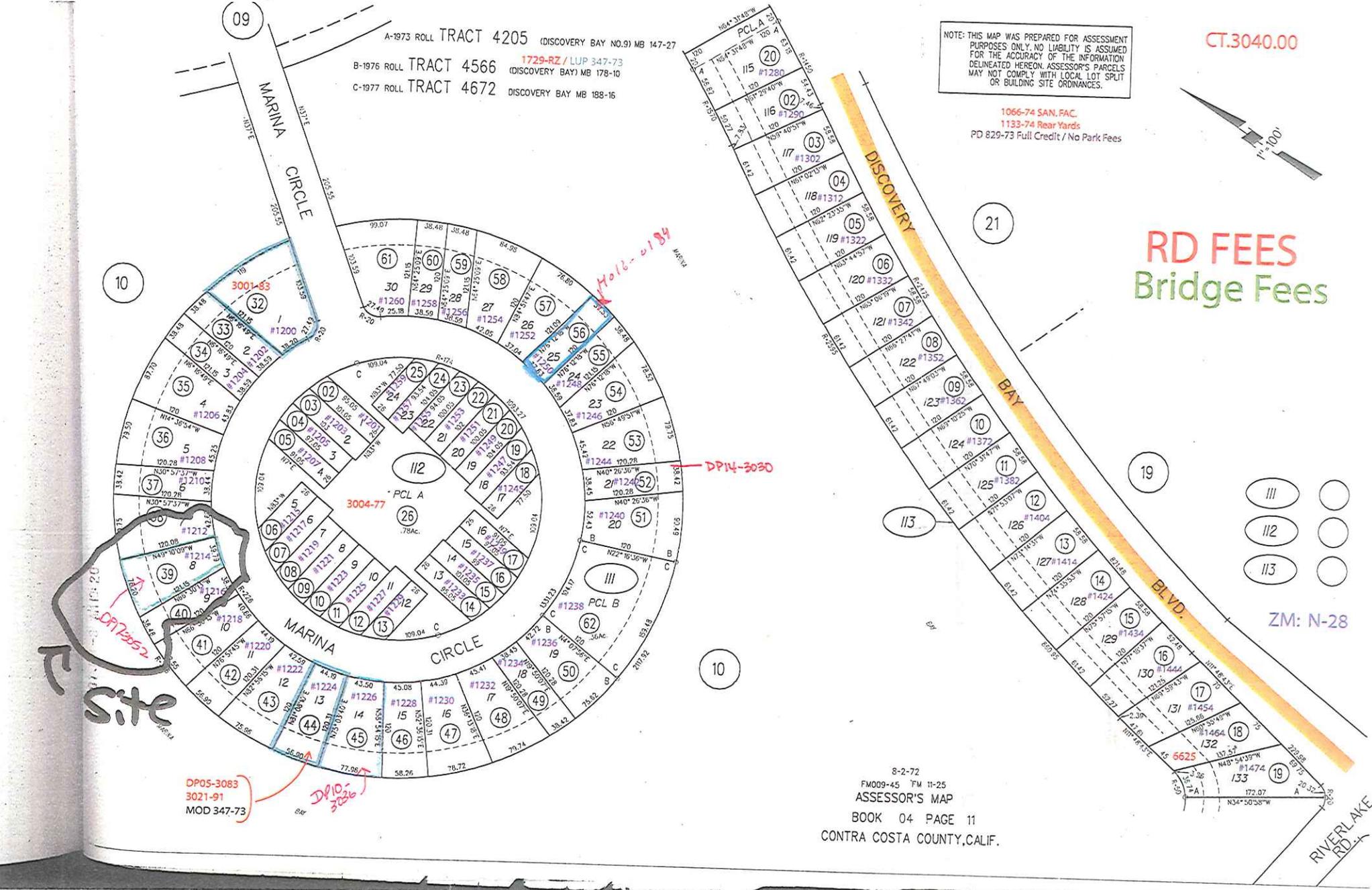
### AGENCY COMMENT REQUEST

Date 12/5/17

We request your comments regarding the attached application currently under review.

<p style="text-align: center;"><b>DISTRIBUTION</b></p> <p><u>Internal</u></p> <p><input checked="" type="checkbox"/> Building Inspection      ___ Grading Inspection          ___ Advance Planning      ___ Housing Programs          ___ Trans. Planning      ___ Telecom Planner          ___ ALUC Staff      ___ HCP/NCCP Staff          ___ APC Floodplain Tech      ___ County Geologist</p> <p><u>Health Services Department</u></p> <p><input checked="" type="checkbox"/> Environmental Health      ___ Hazardous Materials</p> <p><u>Public Works Department</u></p> <p>___ Engineering Services (Full-size)      ___ Traffic          ___ Flood Control (Full-size)      ___ Special Districts</p> <p><u>Local</u></p> <p><input checked="" type="checkbox"/> Fire District <u>East County</u>          ___ Consolidated -- (email) fire@cccfd.org</p> <p>___ Sanitary District _____          ___ Water District _____          ___ City of _____          ___ School District(s) _____</p> <p><u>LAFCO</u></p> <p><input checked="" type="checkbox"/> Reclamation District # <u>800</u>          ___ East Bay Regional Park District</p> <p><input checked="" type="checkbox"/> Diablo <u>Discovery Bay</u> Crockett CSD          ___ MAC/TAC _____</p> <p>___ Improvement/Community Association</p> <p><input checked="" type="checkbox"/> CC Mosquito &amp; Vector Control Dist (email)</p> <p><u>Others/Non-local</u></p> <p>___ CHRIS – Sonoma State          ___ CA Fish and Wildlife, Region 3 – Bay Delta          ___ Native American Tribes</p> <p><u>Additional Recipients</u></p> <p><u>US CORPS of Engineers</u>  <u>State Lands Commission</u></p> <p><u>DISTRICT III</u></p>	<p>Please submit your comments to:</p> <p>Project Planner <u>Allison Riemer</u>          Phone # <u>(925) 674-7755</u>          E-mail <u>Allison.Riemer@dcd.cccounty.us</u>          County File # <u>DP17-3052</u></p> <p>Prior to <u>December 31, 2017</u></p> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p>___ Active Fault Zone (Alquist-Priolo)          ___ Flood Hazard Area, Panel # _____          ___ 60-dBA Noise Control          ___ CA EPA Hazardous Waste Site</p> <p style="text-align: center;">*****</p> <p><b>AGENCIES:</b> Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.</p> <p>Comments: ___ None ___ Below ___ Attached</p> <p>_____          _____          _____          _____          _____          _____          _____          _____          _____          _____</p> <p>Print Name _____</p> <p>Signature _____ DATE _____</p> <p>Agency phone # _____</p>
--	---





A-1973 ROLL TRACT 4205 (DISCOVERY BAY NO.9) MB 147-27  
 B-1976 ROLL TRACT 4566 1729-RZ / LUP 347-73 (DISCOVERY BAY) MB 178-10  
 C-1977 ROLL TRACT 4672 DISCOVERY BAY MB 188-16

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

CT.3040.00

1066-74 SAN. FAC.  
 1133-74 Rear Yards  
 PD 829-73 Full Credit / No Park Fees

RD FEES  
 Bridge Fees

ZM: N-28

8-2-72  
 FM009-45 FM 11-25  
 ASSESSOR'S MAP  
 BOOK 04 PAGE 11  
 CONTRA COSTA COUNTY, CALIF.

DP05-3083  
 3021-91  
 MOD 347-73

DP10-3026

Holt-0184

DP14-3030

10

10

21

19

- III
- II
- II
- III
- III
- III

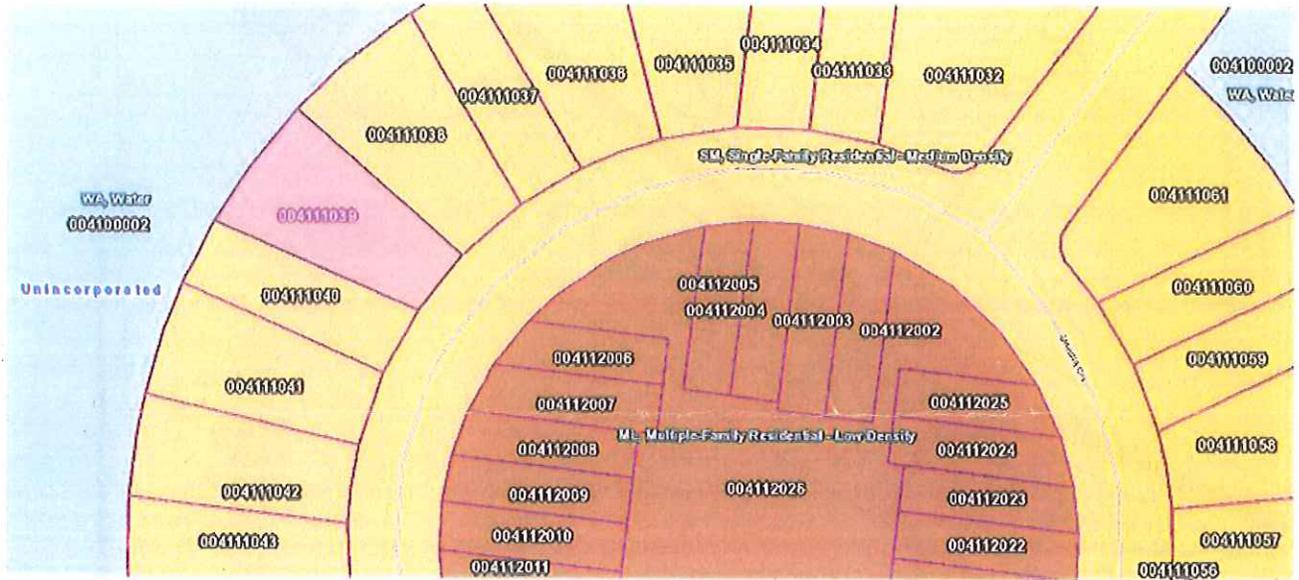
Site

DP7-3052

84

RIVERLAKE RD.

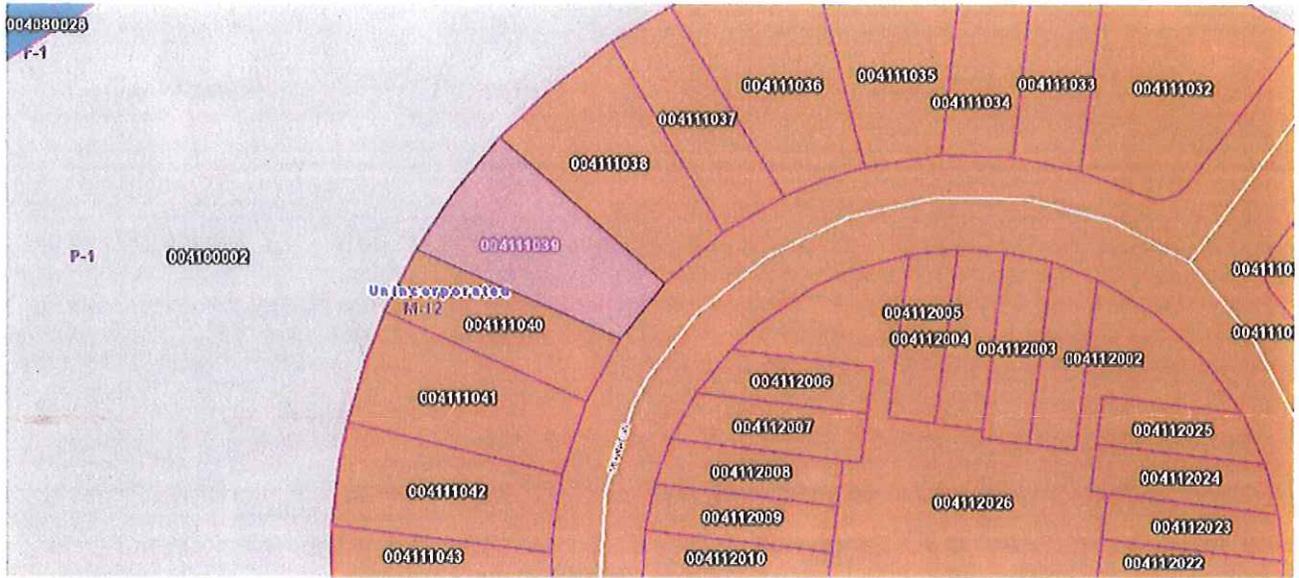
# General Plan: Single-Family Medium Density



20 ft

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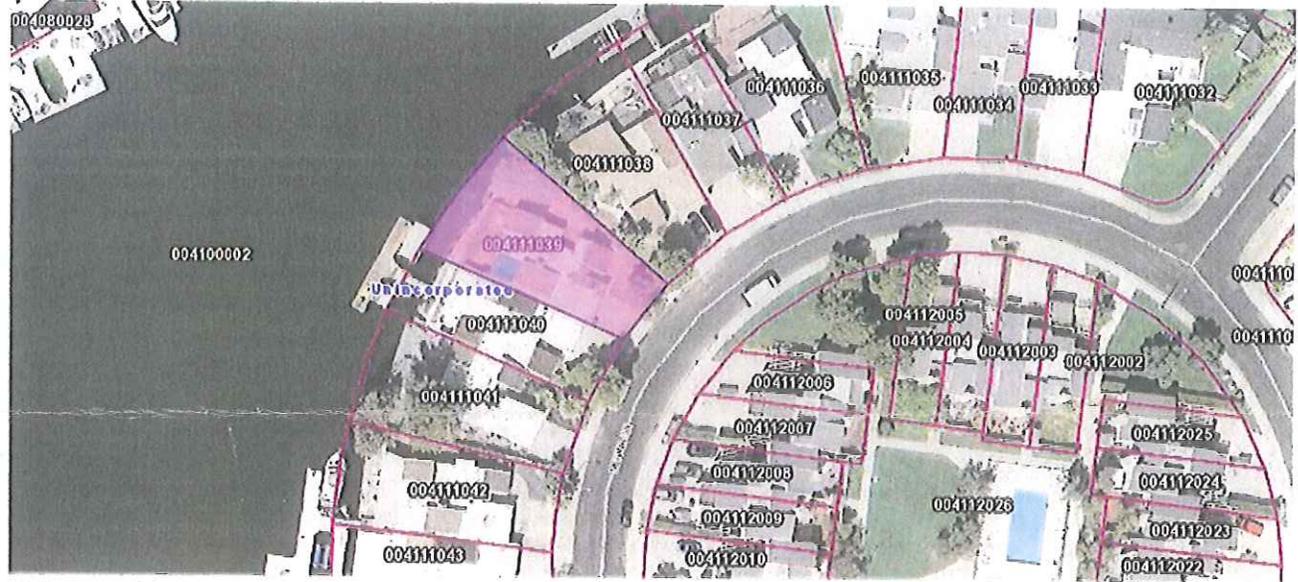
### Zoning: M-12



20 ft

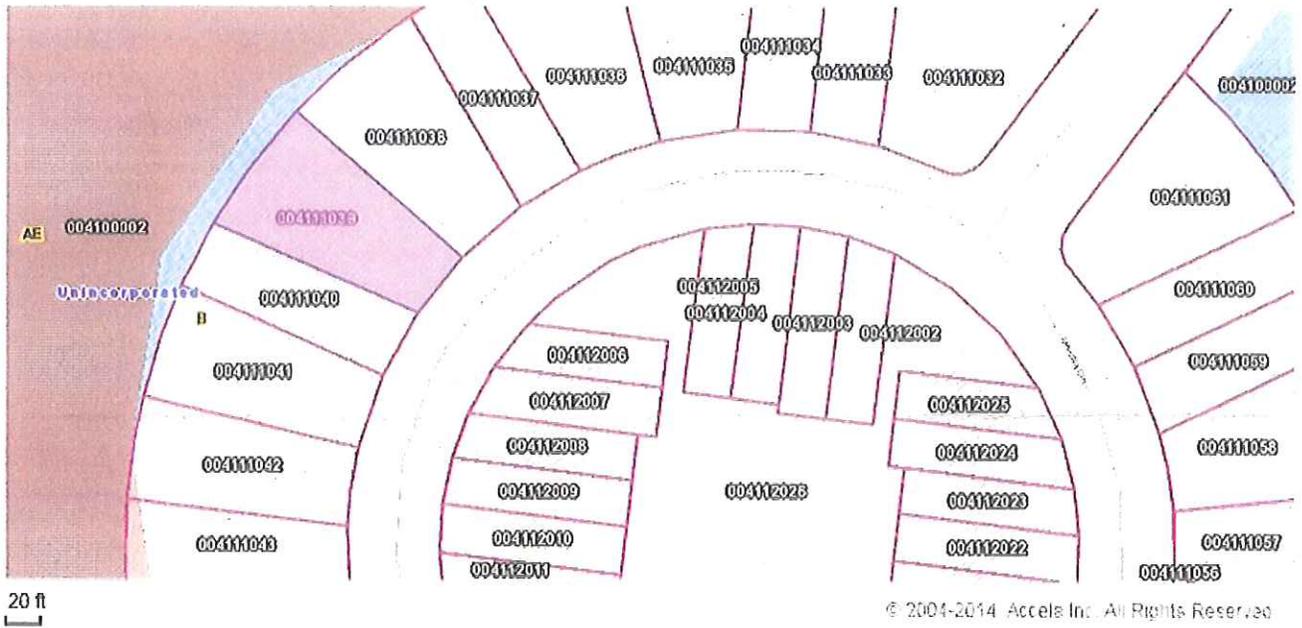
© 2004-2014, Accela Inc. All Rights Reserved

### Aerial Photo (2008)



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### Flood Zone: B







# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

December 20, 2017

**Prepared By:** Michael R. Davies, General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Agency Comment Request – Variance Permit Application – VR17-1049 Side Yard Canopy Variance – 124 Tennyson Court.

### Recommended Action

Authorize the General Manager to complete and sign the "Agency Comment Request" indicating no comments to the Variance.

### Executive Summary

The Contra Costa County Department of Conservation and Development has requested input regarding a request for a variance to allow an approximate 1-foot side yard setback (where a minimum of 5-feet is required) to construct a new carport with roof and open sides at 124 Tennyson Court, Discovery Bay.

Staff has reviewed the plans and has no significant concerns with the variance.

### Previous Relevant Board Actions for This Item

None.

### Attachments

Agency Comment Request – Variance Permit Application – VR17-1049

**AGENDA ITEM: C-5**



*Handwritten:* 7 AM - 2 PM



CONTRA COSTA

CONTRA COSTA COUNTY  
Department of Conservation & Development  
Community Development Division

2017 NOV 28 PM 2:33 **VARIANCE PERMIT APPLICATION**

APPLICATION & PERMIT CENTER TO BE COMPLETED BY OWNER OR APPLICANT

<b>OWNER</b>	<b>APPLICANT</b>
Name <i>Tommy Sedlaro</i>	Name <i>Tommy Sedlaro</i>
Address <i>124 Tennyson Ct.</i>	Address <i>124 Tennyson Ct.</i>
City, State/Zip <i>Discovery Bay, CA 94505</i>	City, State/Zip <i>Discovery Bay, CA 94505</i>
Phone <i>530 682 9785</i> email <i>Tommy.Christoforid@sierra</i>	Phone <i>530-682-9785</i> email <i>Tommy.Christoforid@sierra</i>
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.
Owner's Signature <i>[Signature]</i>	Applicant's Signature <i>[Signature]</i>
<b>CONTACT PERSON (optional)</b>	<b>PROJECT DATA</b>
Name	Total Parcel Size:
Address	Estimated Project Value:
City, State/Zip	Proposed Square Footage:
Phone email	

Project description (attach supplemental statement if necessary):  
*Side yard Canopy*

FOR OFFICE USE ONLY

Project description:  
*The applicant requests approval of a variance to allow an approximately 1 foot side yard setback (where a minimum 5 feet side yard is required) to construct a new carport with roof and open sides.*

Property description: *Lot 195 of "2006" POP Tract 8710 (Ravenswood)*

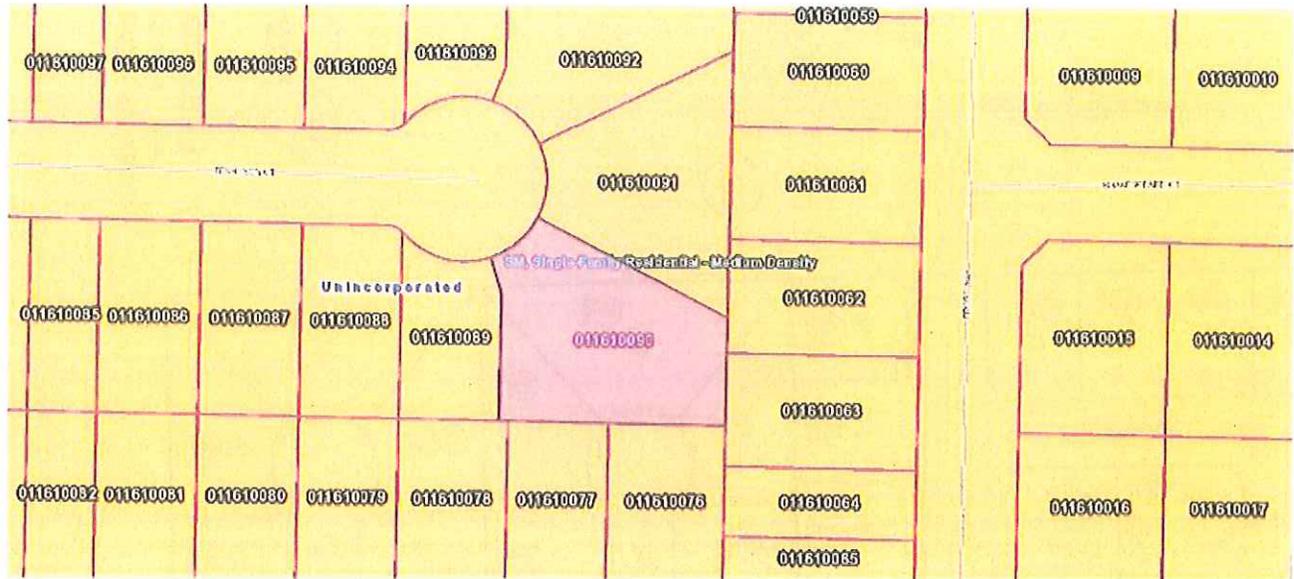
Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: <i>Discovery Bay</i>	*Base Fee/Deposit	\$1,000	S-044	011-610-090
Fire District: <i>East Contra Costa</i>	Late Filing Penalty (+50% of above if applicable)	<i>500<sup>00</sup></i>	S-066	Site Address: <i>124 Tennyson Ct.</i>
Sphere of Influence: <i>/</i>	Notification Fee	<del>30.00</del>	S-052	Zoning District: <i>P-1</i>
Flood Zone: <i>X</i>	Fish & Game Posting (if not CEQA exempt)	<del>75.00</del>	S-048	Census Tract: <i>304005</i>
Panel Number:	Environmental Health Dept.	57.00	5884	Atlas Page: <i>N-28</i>
x-ref Files:	Other:			General Plan: <i>SM</i>
<i>BIR-F17-00606</i>				Substandard Lot: YES <input type="checkbox"/> NO <input type="checkbox"/>
Concurrent Files:	TOTAL	<i>\$1587<sup>00</sup></i>		Supervisorial District: <i>3</i>
	Receipt	<i>#170016053</i>		Received by: <i>Syd Wayman</i>

Date Filed: *11/28/17*  
File # *VR17-1049*

INSTRUCTIONS ON REVERSE

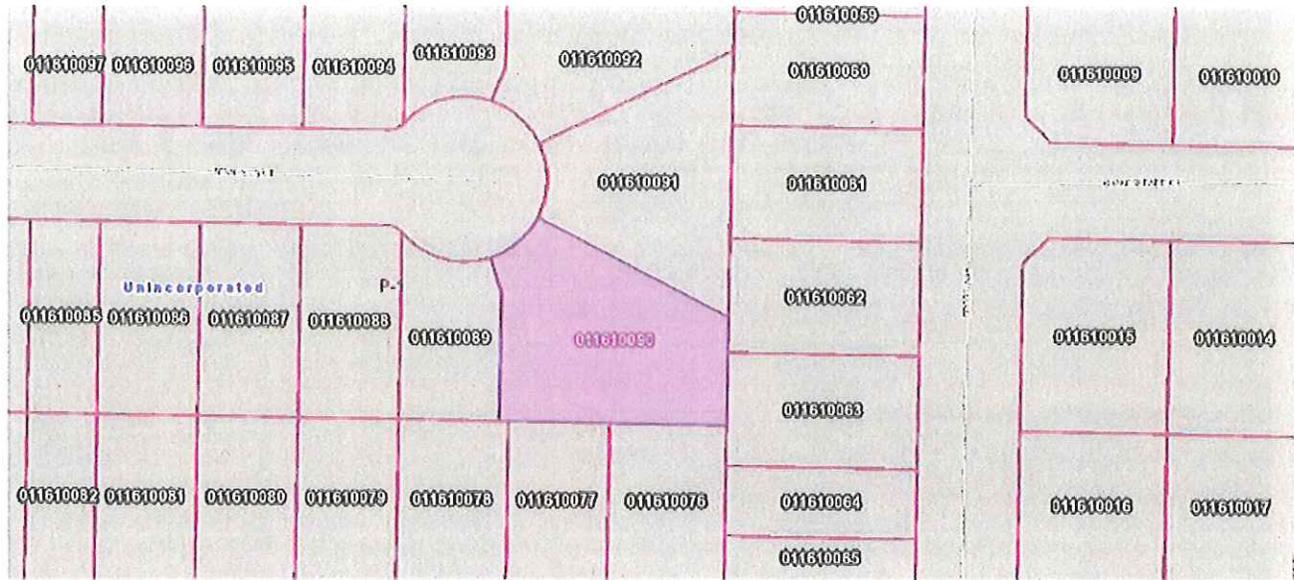


# General Plan: SM, Single-Family Residential-Medium



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### Zoning: P-1

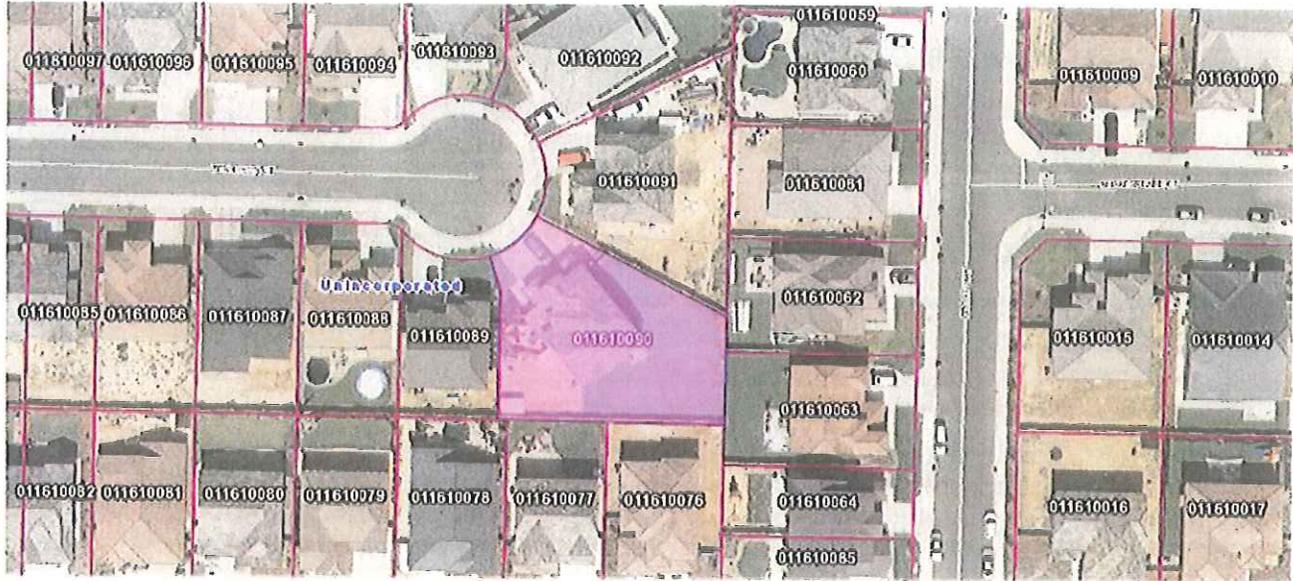


20 ft

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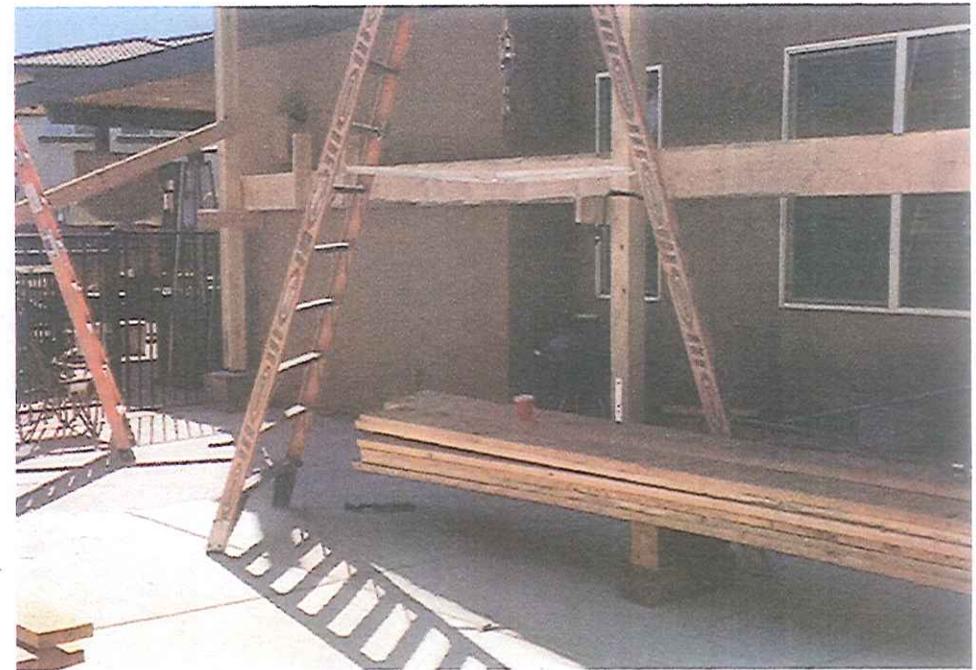
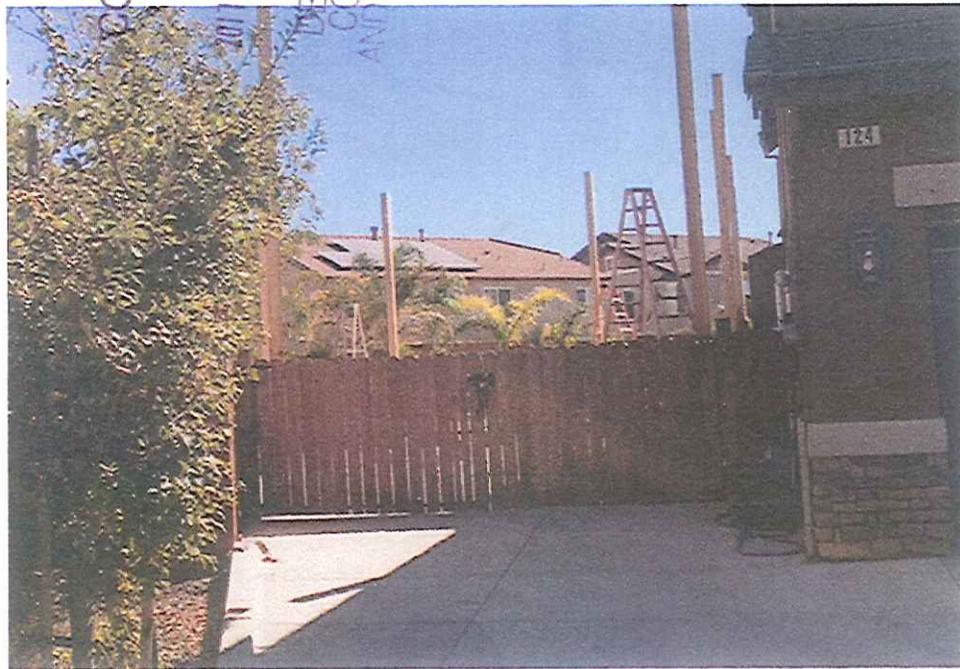
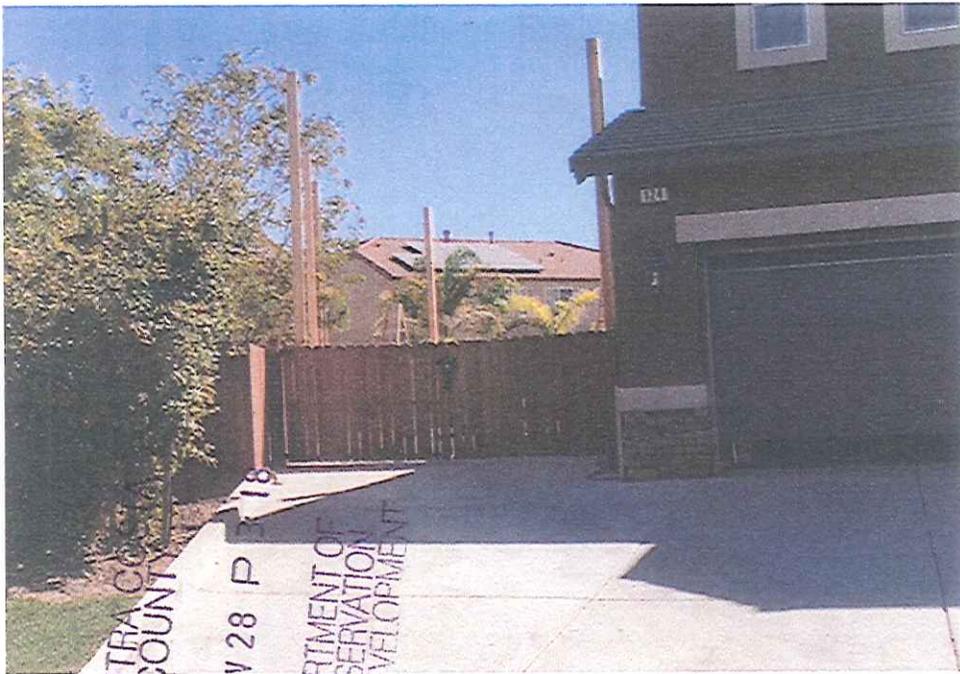
Notes: Per COA for Tract 8710, R-6 standards apply except as specified by Exhibit B

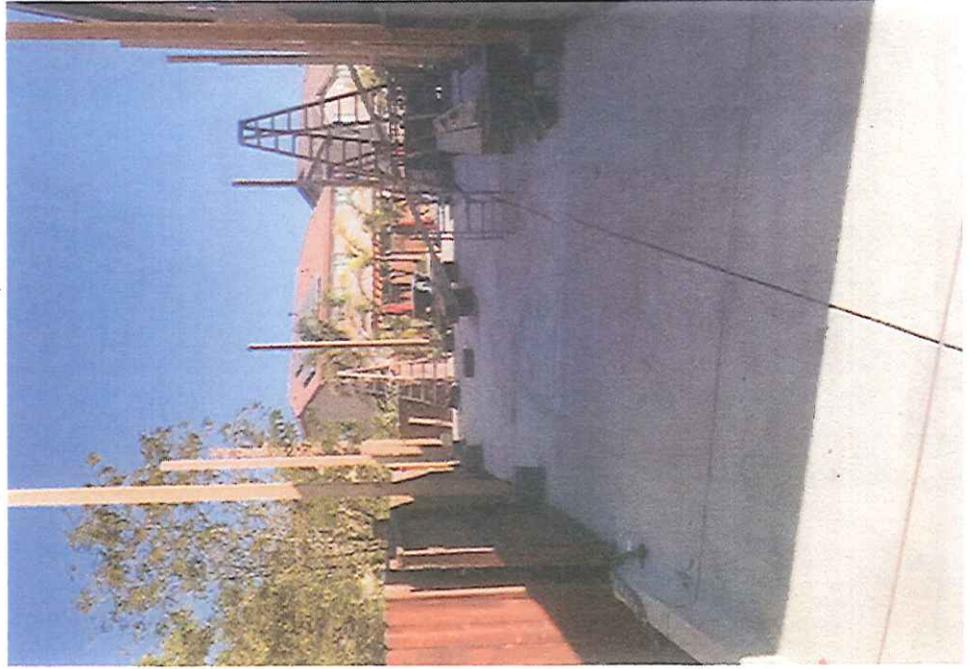
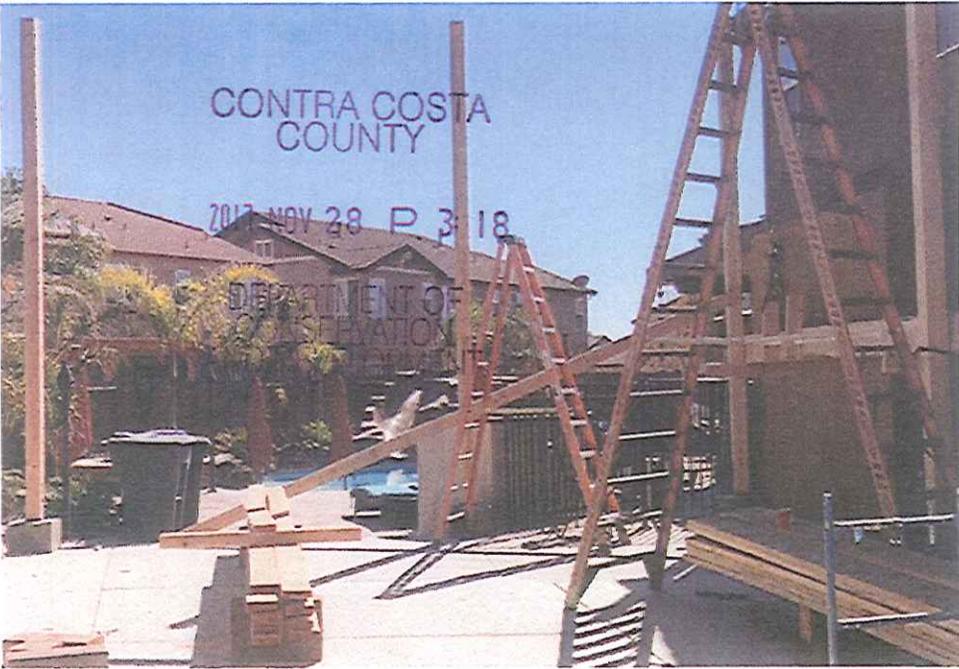
### Aerial View: 2008

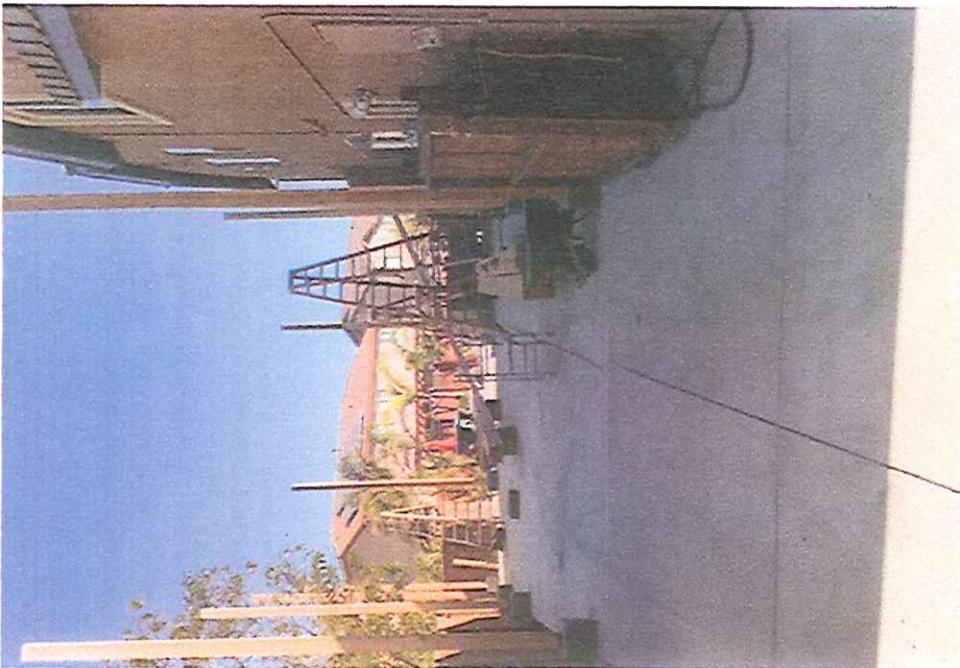


20 ft

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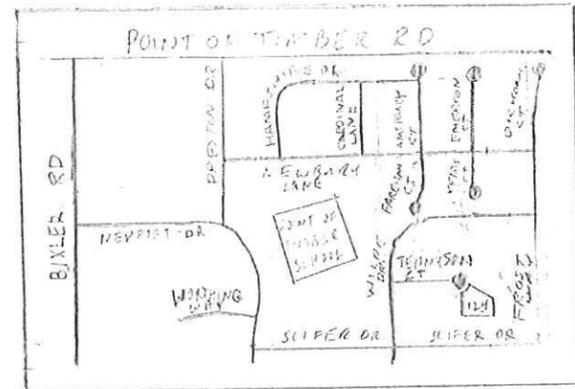


CONTRA COSTA COUNTY

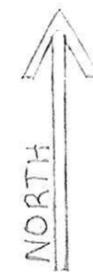
2017 NOV 28 P 3:21

DEPARTMENT OF CONSERVATION AND DEVELOPMENT  
VR17-1049

TENNYSON COURT



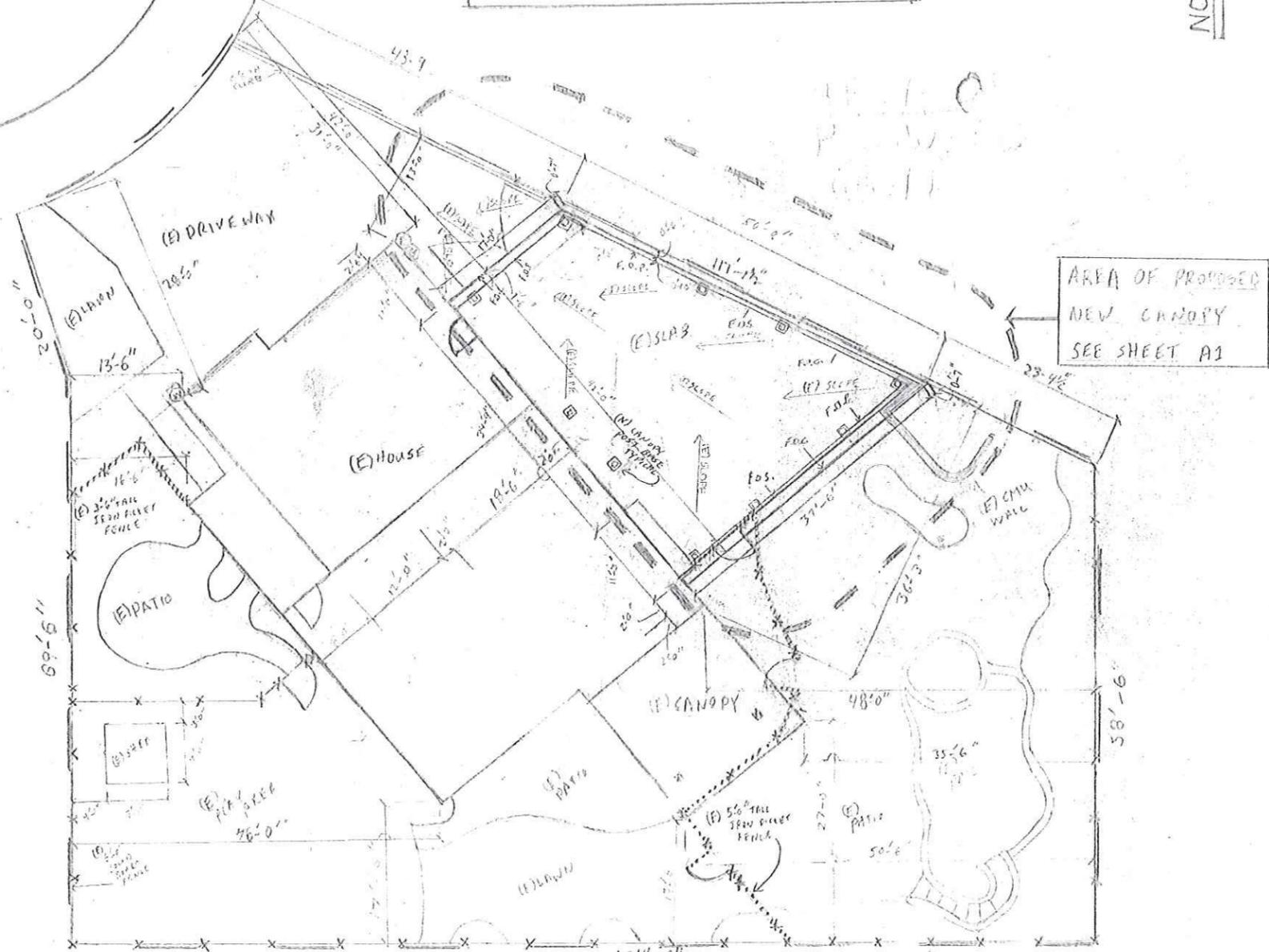
SHEET INDEX	
1 - P1	PLOT PLAN
2 - A1	PLAN
3 - A2	ELEVATIONS
4 - D1	DETAILS



NOTES AND SYMBOLS

- (E) EXISTING
- (N) NEW
- (W) (E) WATER SERVICE
- (E) (E) ELECTRICAL SERVICE
- (G) (E) GAS SERVICE
- F.O.P. (N) FACE OF POST
- E.O.S. (E) EDGE OF SLAB
- F.O.G. (N) FACE OF CANOPY
- (E) GARAGE DOOR
- (E) PROPERTY LINE
- (E) SOLID BOARD FENCE
- (E) 5/8" TALL IRON RAIL FENCE
- (E) 150" AREA OF PROPOSED CANOPY ELEVATION DIFFERENCE FROM 0' 0" DATUM POINT
- (3) DETAIL NUMBER
- (D1) SHEET NUMBER

- 1) ALL CONSTRUCTION TO BE IN COMPLIANCE WITH THE BUILDING PERMIT ISSUED BY CONTRA COSTA BUILDING DIVISION
- 2) 48 HOURS BEFORE ANY UNDERGROUND ELEVATION 120" MIN SERVICE ALERT (MSA)
- 3) COMPLY WITH ALL REQUIREMENTS OF THE 2008 WATER POLLUTION PREVENTION REQUIREMENTS FOR CONTRA COSTA COUNTY BUILDING DIVISION



PLOT PLAN

SCALE 1/8" = 1'-0"

TENNYSON CANOPY

DRAWING BY  
ERIC PEARLSTEIN  
(425) 420-4425

APR 11  
011-610-090

DESIGN DEVELOPMENT  
10-5-17

PERMIT SUBMITTAL  
11-20-17

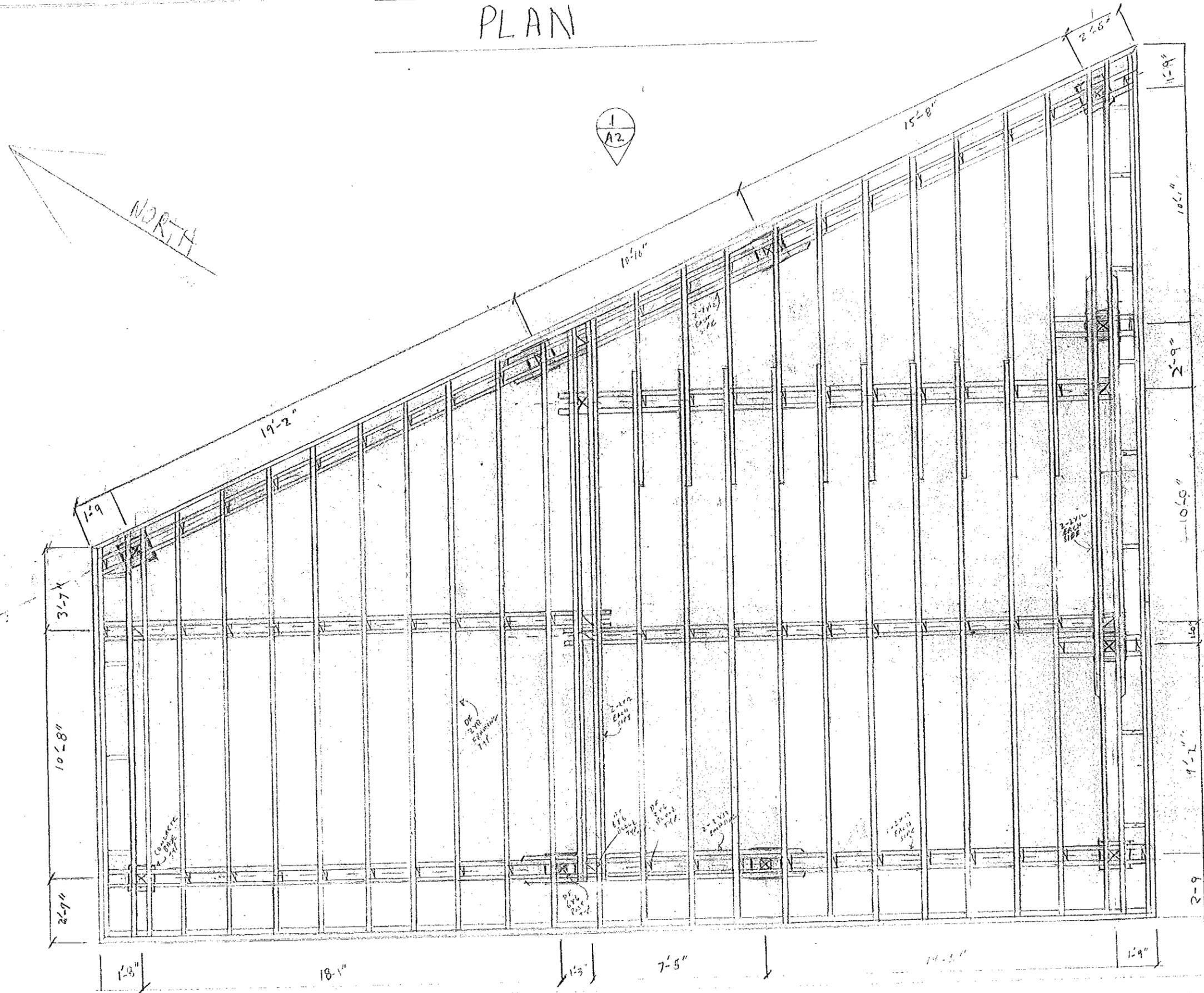
PERMIT SUBMITTAL

PLOT PLAN  
SHEET 1 OF 4

P1

PROJECT OWNER  
TIMOTHY SUDARNO  
124 TENNYSON CT  
DISCOVERY BAY, CA  
94505  
(530) 680-4444

# PLAN



PROPERTY OWNERS  
 TERRY SODARO  
 184 ...

## TENNISON CANOPY

APP #  
 011 610 090  
 PERMIT DEVELOPMENT  
 10-5-17  
 PERMIT SUBMITTAL  
 11-20-17

PERMIT  
 SUBMITTAL

PLAN

SHEET  
 2 OF 4

A1



PROPERTY OWNER  
 TOMMY SODARO  
 124 TENNYSON CT  
 DUNEDIN, FL 33511  
 945/13  
 (530) 582-9795

TENNYSON COURT

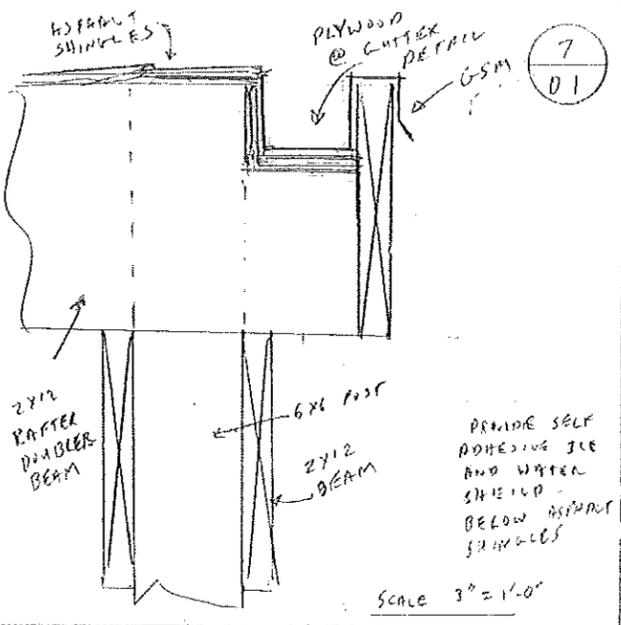
DRAWING BY  
 ERIC PERKINS  
 (425) 428-4425  
 APR #  
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 DESIGN DEVELOPMENT  
 10-5-17  
 PERMIT SUBMITTAL  
 11-20-17

PERMIT SUBMITTAL DETAILS

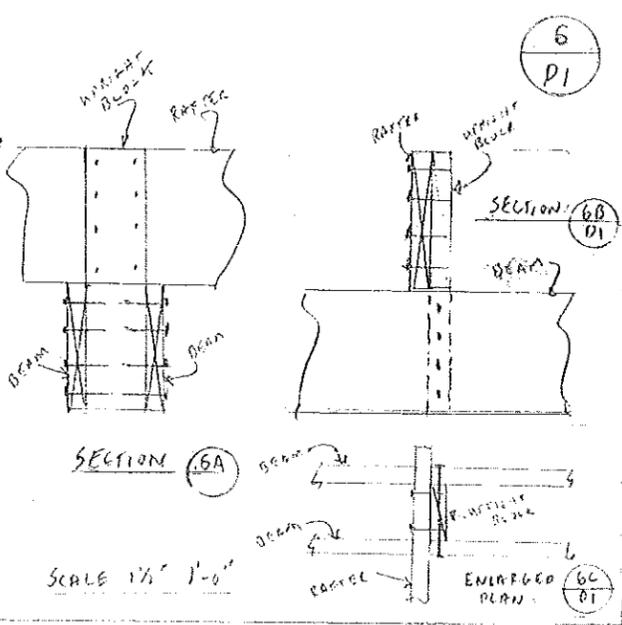
SHEET 1 OF 4

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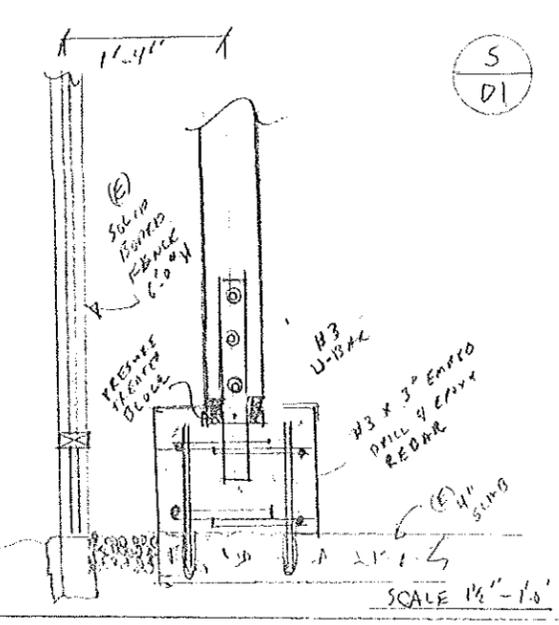
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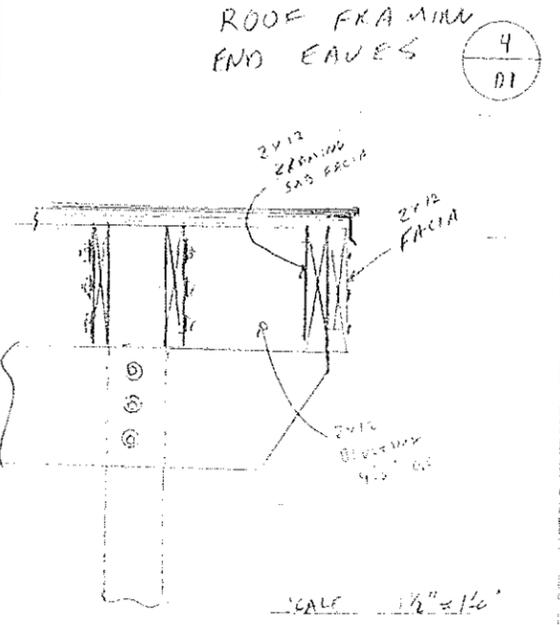
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SECTION 6B  
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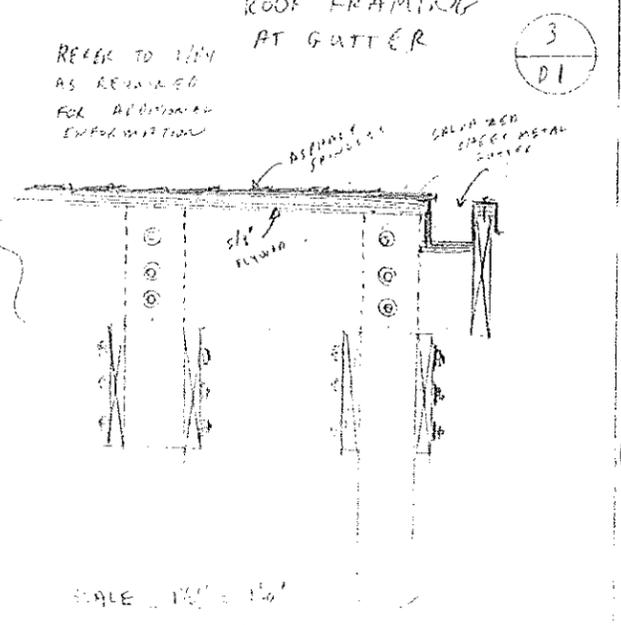
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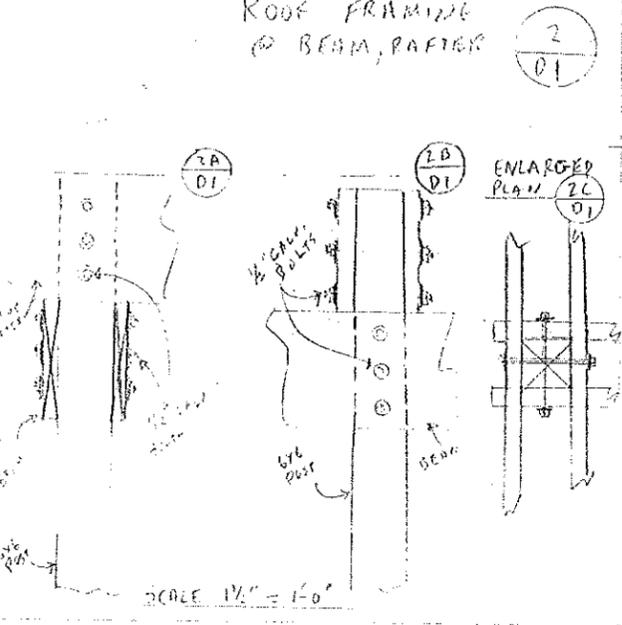
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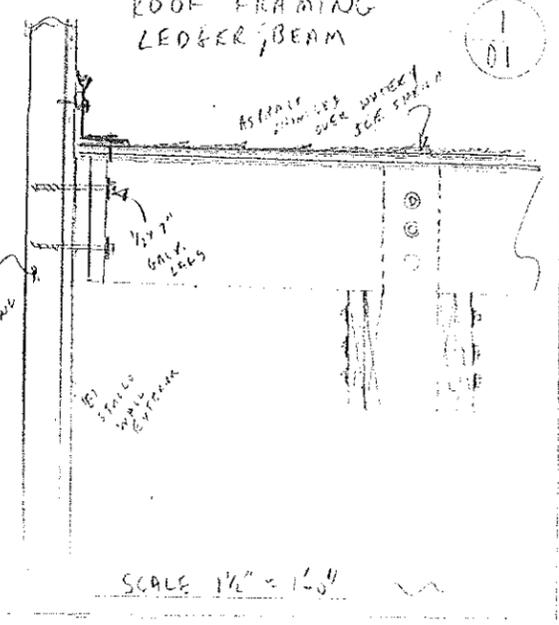


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2  
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ENLARGED PLAN 2C  
D1



1  
D1

**Town of Discovery Bay, CA  
Waste & Wastewater**

**MONTHLY OPERATIONS REPORT**

November 2017

**3015** Days of Safe Operations

**144,411** worked hours since last recordable incident

**TRAINING:**

- **Safety**
  - **West Monthly Regional Safety Webinar(Cancelled)**
  - **Slips Trips & Fall Prevention**
  - **Electrical Safety Awareness**
  - **Elevating Work Platforms**
  
- **Operation**
  - **None this month**

**REPORTS SUBMITTED TO REGULATORY AGENCIES:**

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

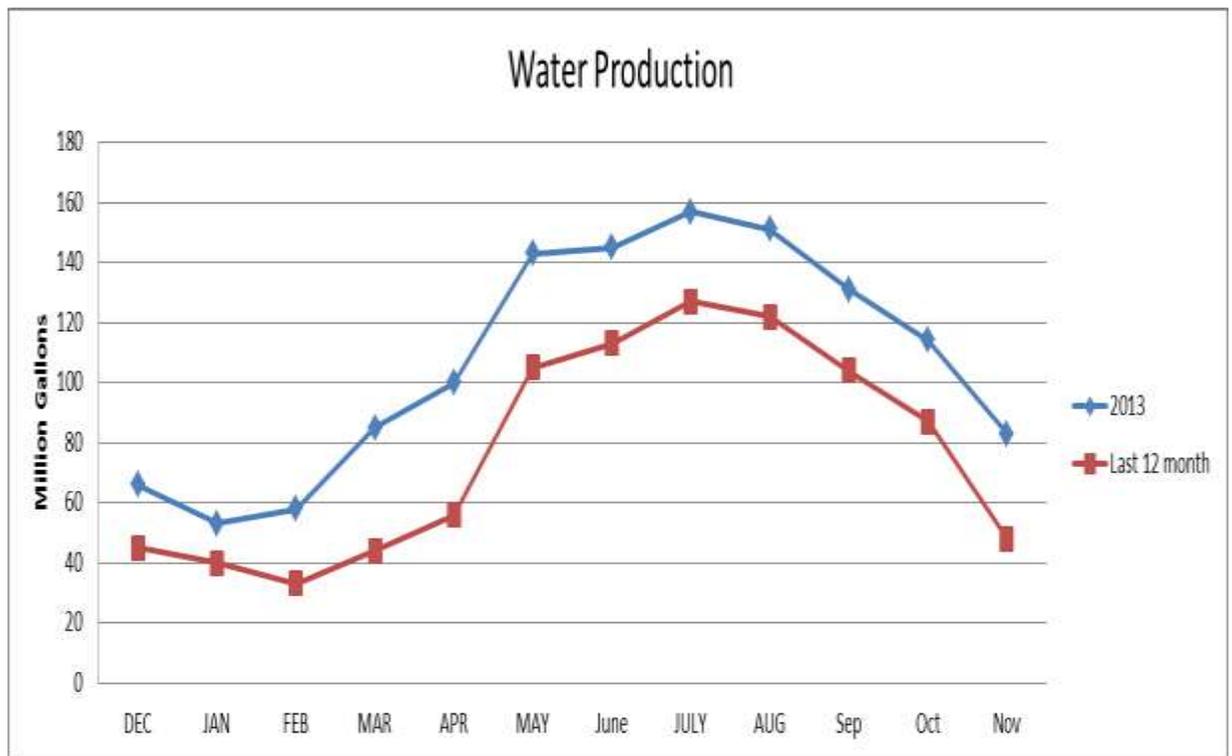
## WATER SERVICES

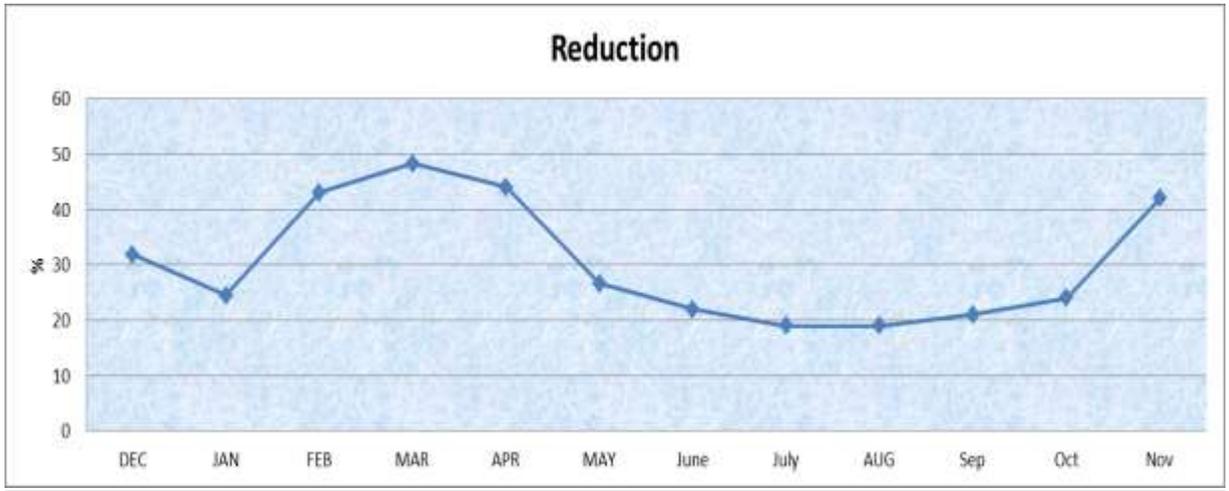
### Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

### 2017 Monthly Water Production Table (MG):

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>40</b>	<b>33</b>	<b>44</b>	<b>56</b>	<b>105</b>	<b>113</b>
<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
<b>127</b>	<b>122</b>	<b>104</b>	<b>87</b>	<b>48</b>	





**Chemical Usage:**



**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 0

## WASTEWATER SERVICE

### Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Oct Lab Data</i>	<i>Nov Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		35	<b>34</b>
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.3	<b>1.3</b>
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.35</b>	1.1	<b>1.2</b>
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	12	<b>14</b>
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	13	<b>8</b>
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	1	<b>1.5</b>
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	1	<b>0.8</b>
Total Coli form 7 day Median Max	<b>23</b>	79	<b>ND</b>
Total Coli form Daily Maximum	<b>240</b>	49	<b>17</b>
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	99	<b>99</b>
% Removal, TSS, monthly avg.	<b>85% min.</b>	98	<b>99</b>
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	2089	<b>2100</b>

### National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• <b>0</b>	• <b>N/A</b>	• <b>N/A</b>	• <b>N/A</b>

## COLLECTION

### Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• <b>15</b>	• <b>0</b>	• <b>0</b>	• <b>39</b>

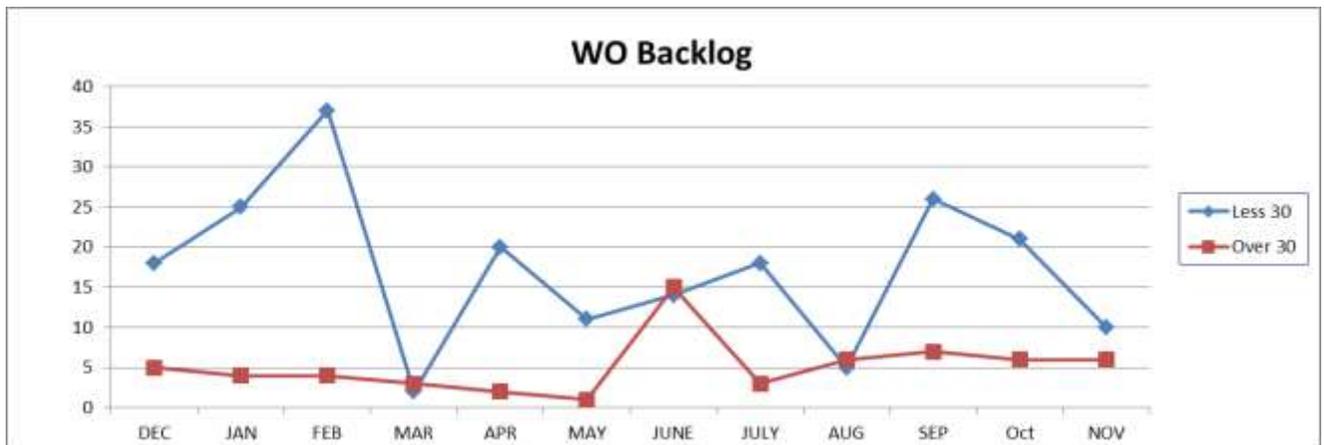
Performed weekly lift station inspections

### Sewer System:

- 255,700 ft. of collection sanitary sewer line has been assessed.
- 0 ft. flushed/CCTV
- 593 manhole & covers has been inspected.

# MAINTENANCE

## Preventive and Corrective:



### Call & Emergency Responses

Call Outs	Emergencies
<b>2</b>	<b>0</b>

Personnel Hours & Overtime: Regular Hour	Overtime
<b>1760</b>	<b>27</b>

### Small presentation on the Installation of the Influent Pump Station Generator

**TERMS**

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

December 20, 2017

**Prepared By:** Michael Davies, General Manager  
**Submitted By:** Michael Davies, General Manager

MRD

**Agenda Title:**

Discussion and Possible Action Regarding Board Position of President Pro-Tempore.

**Recommended Action**

Amend Board Policy No. 004 to eliminate the Board position of President Pro-Tempore effective December 31, 2017, and provide that should the President and Vice President not be present to chair a meeting, the duties of the chair shall be performed by the Board member with the highest seniority. In the event seniority cannot be determined due to the date of the assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member.

**Executive Summary**

At the Board meeting of December 6, 2017, pursuant to Board Policy 004, the following Director positions were established for service during the 2018 calendar year:

Board President: Kevin Graves  
Board Vice-President: Bill Mayer  
President Pro-Tempore: Robert Leete

Now before the Board, is to consider the position of Pro-Tempore as currently written in Board Policy 004. The primary duty of President Pro-Tempore is to chair a Board meeting in the absence of both the President and Vice President. The absence of the President and Vice President during the same Board meeting is a rare occurrence, which raises the question as to whether the Board position of President Pro-Tempore should continue.

Staff's recommendation is to eliminate the position of President Pro-Tempore. If the President and Vice President are not present to chair a Board meeting, the meeting chair would be determined by the seniority Director of the remaining Board Members. If seniority cannot be determined by date of taking office, the Director with the highest vote count in their most recent election will prevail as the most senior member.

**Previous Relevant Board Actions for This Item**

December 6, 2017 - Board Officers for Calendar Year 2018

**Attachments**

Board Policy 004 (Amended 2/18/15)

**AGENDA ITEM: G-1**



## Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Board Policy	<b>Policy Number:</b> 004
<b>Date Established:</b> June 19, 2002	<b>Date Amended:</b> February 18, 2015	<b>Resolution:</b> 2015-03

### PURPOSE

The purpose of the elected Board of Directors of the Town of Discovery Bay, a multipurpose independent special district, is to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services.

### I. BOARD OF DIRECTORS

The governing body of the Town of Discovery Bay is a Board of Directors comprised of five (5) Board members elected by the registered voters of the District to serve four (4) year staggered terms. During the elections every two (2) years, either two (2) or three (3) Directors are elected to serve the District for the next four (4) years.

Yearly the Board of Directors elects a President, Vice-President and President Pro-Tempore. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law and such other duties as prescribed by Board Policy or the established Bylaws of the Town of Discovery Bay. In the event of the President's absence, the Vice-President performs said duties. In the event of the President and Vice-President's absence, the President Pro-Tempore performs said duties.

The appointment of Board officers shall be established based upon the following schedule and shall become effective in January 2016:

#### **Board President**

In order to be considered to serve as President of the Board, the Board member must have served on the Board for a minimum 24 months prior to being considered for rotation into the Board President position. The Board Presidency shall be assigned to the Board member who has not served as President and who has met the 24 month requirement.

If more than one Board member has met the 24 month requirement and not served as President, the member with the longest tenure on the Board of Directors shall be the first person appointed to the position of President.

In the event each member of the Board has previously served as President at one point in their respective office, the Board member to serve as Board President shall be the member who has not served as President for the longest period time.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

### **Vice President**

The Vice President shall be the Director next in line to be President based on the then current service time. In order for a Board member to be considered for the position of Vice President, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board Vice President position. The Board Vice President shall be assigned to the Board member who has not served as Vice President and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

### **President Pro-Tempore**

The President Pro-Tempore shall be the Director next in line to be Vice President based on the then current service time. In order for a Board member to be considered for the position of President Pro Tempore, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board President Pro Tempore position. The Board President Pro Tempore shall be assigned to the Board member who has not served as President Pro Tempore and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

## **II. POWER OF THE BOARD**

The Board of Directors recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities of the District.

Board meetings shall be noticed and shall take place pursuant to the Ralph M Brown Act of 1953, as amended (hereafter, Brown Act).

The parliamentary procedure for conducting all meetings will be Rosenberg's Rules of Order.

The Board meets its obligations to the electorate by performing as a legislative, administrative and control body.

The Board may have standing committees and may appoint ad hoc committees as the need arises. The District's General Manager or Designee may serve as staff support to those committees.

In the discharge of their duties, Directors shall comply with all applicable local, state and federal laws, including ethics trainings as required by AB1234.

### **III. RESPONSIBILITIES**

#### **A. Responsibilities of the Board of Directors:**

- 1.** To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him or her the authority and responsibility to execute its' policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his or her responsibilities.
- 2.** To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.
- 3.** To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies of the District.
- 4.** By motion, resolution, or ordinance conduct the business of the District, taking those actions that ensure that satisfactory services are provided throughout the community.
- 5.** Keep informed on agenda items and on-going business of the Board.
- 6.** Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the District and the Board.
- 7.** Attend meetings with promptness and regularity.
- 8.** Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies.
- 9.** Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five (5) to ten (10) years).
- 10.** Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.

11. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by the majority direction of the Board.

**B. GENERAL CONDUCT OF BOARD OF DIRECTORS AND OFFICERS**

**1. No member of the Board or Officers of the District shall:**

- a. Represent his or her position as that of the Board unless the Board has acted upon that position.
- b. Make unsolicited statements to anyone other than the Board during Board deliberations.
- c. Issue any writings or statements to the press or public without clearly distinguishing which statements are his or her own and which are established Board positions.

**2. Preparation and Commitment:**

- a. Shall respect the Board's commitment to work through the General Manager by requesting desired information about the District's programs/activities directly from him/her, by referring to him/her suggestions for new policies, for his/her professional advice, by refraining from acting on any complaint until after the General Manager has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the General Manager and his/her staff.
- b. Accept the principle of Board unity or consensus by supporting majority decisions of the Board.
- c. Shall make decisions involving the welfare of the District based on factual information and evidence recognizing that personal feelings, opinions and other such factors are not conducive to sound decision making.
- d. Come prepared, ready to ask questions and make decisions.
- e. Do what is agreed upon.
- f. Respect confidentiality of Closed Session agenda items.
- g. Contact the General Manager prior to meeting for more information, if needed.

**C. ADDITIONAL RESPONSIBILITIES OF THE BOARD MEMBERS**

**1. Orientation of Board Members**

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:

- b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Ralph M. Brown Act, the California Public Records Act, Board Policies, and any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and other agencies, as needed.
- c. As soon as practical after the new Board member assumes office, an orientation meeting with General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.
- d. The incoming member may meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

## **2. Policy Violations**

- a. Board Members who intentionally or repeatedly do not comply with this Policy may be reprimanded or formally censured by the Board of Directors.

## **D. Responsibilities of a Committee Chairperson**

1. Undertake the specific tasks or assignments as established by the Board or Board President together with the participation of the other members of the committee.
2. Plan and schedule the necessary activities and obtain commitments for the necessary resources to complete the assignment.
3. Present a report on status and progress to the Board at appropriate times as designated by the President.
4. Prepare recommendations and justification for any proposed action and submit to the Board for decision and implementation when approved.
5. Provide overall leadership of the committee.
6. Perform the duties of a Board member if appropriate.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

December 20, 2017

**Prepared By:** Michael Davies, General Manager  
**Submitted By:** Michael Davies, General Manager

MRD

### Agenda Title:

Discussion and Possible Action Regarding Board Member Assignment to ECWMA.

### Recommended Action

Designate 2018 Board President Kevin Graves to replace current Board President Robert Leete as the designated Town representative to the East County Water Management Association ("ECWMA") Governing Board, and designate 2018 Board Vice President Bill Mayer as alternate, effective January 1, 2018.

### Executive Summary

On June 7, 2017, the Board of Directors of the Town of Discovery Bay approved the attached District Representative Listing (2-year Term). The listing for ECWMA representation is "President" and "Vice President" as alternate. These Board positions change annually, not every two years.

On December 6, 2017, the Board approved member Kevin Graves as President of the Board and member Bill Mayer as Vice President of the Board, effective January 2018.

Discovery Bay is a signatory in the ECWMA Agreement, dated June 26, 1997. On Page 2, under AGREEMENT, Provision No. 3, Governing Board Representatives (GBR): "The governing body of each member agency shall designate, and may replace, one of its members as its representative, on the GBR."

To eliminate confusion, staff recommends that the Board designate the 2018 Board President Kevin Graves as the District's representative to ECWMA and 2018 Board Vice President Bill Mayer as alternate, effective January 1, 2018.

### Previous Relevant Board Actions for This Item

June 7, 2017 – District Representative Listing  
December 6, 2017 - Board Officers for Calendar Year 2018

### Attachments

District Representative Listing (2 year Term) – Revised 06-07-2017  
East County Water Management Association Agreement – dated June 26, 1997.  
Policy 002 - Bylaws w Regional Committee Amendments - Adopted April 20, 2017.

AGENDA ITEM: G-2



## Town of Discovery Bay - District Representative Listing (2 year Term) - Revised 06-07-2017

### Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	1st Thursday of the Month at 10:00 a.m.	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Robert Leete	Bill Pease
Contra Costa Special Districts Association	5019 Imhoff Place, Martinez	Quarterly	Robert Leete	Bill Pease
East Contra Costa County Fire Protection District Liaison	3231 Main Street, Oakley	1st Monday of the Month at 6:30 p.m.	Kevin Graves	Robert Leete
East County Water Management Association LAFCO Liaison			President	Vice-President
	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	Chris Steele	Bill Mayer
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Bill Mayer	Robert Leete
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Bill Mayer	Kevin Graves
Regional Transportation Agencies	As Necessary	As Necessary	Bill Pease	Chris Steele

### Standing Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Director Appointed
Finance Committee (Budget, Investment, Public Financing Authority)	Community Center	Preliminary - April 7, 2016 Modified - April 28, 2016 Modified - Only if needed May 5, 2016	Bob Leete	Bill Mayer
Water and Wastewater	Community Center	4th Wednesday of the month at 3:00 p.m.	Kevin Graves	Bill Pease
Internal Operations	Community Center		Bob Leete	Kevin Graves
Parks and Recreation (Community Center, Park and Recreation, Landscape)	Community Center	Before the 2nd board meeting of the month at 4:00 p.m.	Chris Steele	Bill Pease
Communications	Community Center		Chris Steele	Bill Mayer

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



## Town of Discovery Bay - District Representative Listing (2 year Term) - Revised 06-07-2017

### Regional Committee Descriptions

**Contra Costa County Aviation Advisory Committee:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**East Contra Costa County Fire Protection:** District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Agency:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCO Liaison:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Police Services (P6 Committee):** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School District Representative Liaison:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Regional Transportation Agencies:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

### Board Standing Committee Descriptions

**Finance Standing Committee Includes:** Budget standing committee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The standing committee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues. Investment standing committee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy. Public Financing standing committee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

**Water and Wastewater Standing Committee:** The Water and Wastewater standing committee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.

**Internal Operations Standing Committee:** The Internal Operations standing committee meets with staff regarding Town policies, procedures, and resources that pertain to employees and office administration.

**Parks & Recreation Standing Committee Includes:** Community Center standing committee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

**Communications Standing Committee:** The Communications standing committee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

# East County Water Management Association Agreement

Contract Number  
Approved/Authorized  
Executed

97-829  
2/11/97  
5/28/97

This Agreement is entered into this 26<sup>th</sup> day of June, 1997, by and between the Cities of Brentwood, Antioch, and Pittsburg; Contra Costa County Water Agency, Byron-Bethany Irrigation District, Delta Diablo Sanitation District, Contra Costa County Sanitation District 19, Diablo Water District, East Contra Costa Irrigation District, Ironhouse Sanitary District, and Contra Costa Water District. These eleven agencies are collectively referred to as the "member agencies."

## PURPOSE:

The purpose of this Agreement is to establish an East County Water Management Association (ECWMA) to facilitate continued communication, cooperation and education between member agencies regarding matters affecting the existing and potential water supplies of eastern Contra Costa County, and to consider and guide the implementation of the recommendations of the ECWMA's Phase II Study Report in order to provide long-term water supplies and treatment facilities in a cost effective, reliable, implementable, and cooperative manner while maintaining institutional independence and customer satisfaction.

## RECITALS:

1. The Contra Costa Water District, at the request of the Board of Supervisors, completed Phase I of the East County Water Supply Management Study, which provided a preliminary analysis of future water demands and potential water supplies for East Contra Costa County.
2. On March 13, 1995, the member agencies signed an agreement forming the ECWMA. Said Agreement terminated on November 21, 1996, and the remaining monies were subsequently refunded to the member agencies in accordance with that Agreement.
3. On November 21, 1996, prior to termination of the Agreement, the Governing Board Representatives of the ECWMA accepted the Phase II Report consisting of a detailed analysis of selected water service alternatives, including new infrastructure requirements, cost estimates, implementation requirements, and institutional issues.
4. The member agencies wish to cooperate in the implementation of the recommendations contained in the Phase II Report.

5. This Agreement provides a process for funding and reestablishment of the ECWMA.

**AGREEMENT:**

NOW, THEREFORE, the member agencies which are parties hereto set forth the following terms and provisions of their agreement.

1. **Recitals.** The recitals contained herein are an integral part of this Agreement.
2. **ECWMA Formed.** Subject to and in accordance with the terms of the Agreement, the member agencies hereby form the ECWMA.
3. **Governing Board Representatives (GBR).** The ECWMA shall be governed and operated by the GBR which shall be comprised of one elected official representative from each member agency. The governing body of each member agency shall designate, and may replace, one of its members as its representative, on the GBR. No individual shall serve as the representative of more than two member agencies. Each member agency shall have one vote on the GBR. All actions of the GBR shall require the affirmative vote of a majority of its members.

The GBR shall provide policy guidance in the implementation of the purposes of the ECWMA and authorize disbursement of funds in accordance with this Agreement.

The GBR shall choose a regular meeting date and shall meet at least semi-annually.

The GBR shall appoint one of its members as the Chair and one as Vice-Chair. The Chair or any three members of the GBR may call a special meeting. A Secretary shall also be appointed by the GBR. The term of office for the Chair, Vice-chair and Secretary shall be for two years.

The meetings of the GBR shall be open to the public, noticed, and conducted in accordance with the Brown Act, Government Code Section 54950 et seq.

4. **Joint Managers Committee (JMC).** The managers of each of the member agencies shall be members of the JMC of the ECWMA which shall have primary administrative responsibility for the implementation of the purposes of this Agreement. The term "Manager" means City Manager, County Administrator, or General Manager of each of the member agencies and their respective alternates designated by the member agency, or their designees. The JMC shall appoint one of its members as the Chair and one as Vice-chair. The term of office for the Chair and Vice-chair shall be two years. The JMC may act directly or through a subcommittee established by a majority of its members. Each member agency shall have one vote on the Committee. Meetings of the JMC shall be as determined by the JMC.

5. **Administrative Procedures.** The GBR shall adopt bylaws, rules for conduct of the meetings, and administrative procedures. The administrative procedures of a member agency may be adopted for the ECWMA by the GBR.

6. **ECWMA Financing.** Unless otherwise changed by a majority vote of the GBR, each member agency shall deposit annually (March 1) \$500 with the Director of Financial Services for the City of Antioch who shall serve as Treasurer for the ECWMA.

The Treasurer shall be the depository of and have custody of all funds of the ECWMA from whatever source. The Treasurer shall also perform all duties required to be performed by an auditor. The Treasurer shall:

- a. Receive and receipt all money of the ECWMA and place it in the treasury of the City to the credit of the ECWMA;
- b. Be responsible for the safekeeping and disbursement of all ECWMA money;
- c. Pay, when due, from ECWMA funds and upon the signature of the Chair or Vice-chair of the JMC, all sums payable by the ECWMA; and
- d. Report in writing to the JMC quarterly and semi-annually to the GBR the amount of receipts since the last report and the amount paid out since the last report.
- e. Invest ECWMA funds according to the policies and procedures of the Treasurer's agency. Interest derived from deposited funds shall remain in the ECWMA's account.

7. **Special Assessments.** Any additional assessments to cover the appropriate costs of the ECWMA above the amounts specified in Section 6 shall be as approved by the GBR and shall be paid within 45 days of such action. If a member agency's Governing Board Representative votes against undertaking a specific project, except for execution of responsibilities set forth in Section 6, other member agencies desiring to proceed with such project may do so collectively as long as the dissenting member agency is not responsible for costs of such project. Publishing and distribution of resulting documents, opinions, findings, and recommendations (collectively "reports") shall, unless all member agencies consent, be only on behalf of the consenting member agencies. Any reports issued by the association shall state that the reports do not necessarily represent the views of the governing bodies of the individual member agencies.

8. **Liability.** Each member agency agrees to indemnify and hold every other member agency to this Agreement, and their officers, agents and employees, free and harmless from any cost or liability imposed upon any other member agency, officers, agents, or employees arising out of any acts or omissions of its own officers, agents, or employees.

9. **Cooperation.** All the member agencies agree that their respective monetary contributions are an expression of an intent to cooperate towards the purpose of the ECWMA.

10. **Dissolution.** Upon dissolution of the ECWMA by a majority vote of the GBR, any remaining association funds shall be refunded to the member agencies in proportion to the amount contributed by each over the life of the Joint Association.

11. **Termination.** If a member agency, through its governing board, votes to terminate its participation in the ECWMA, that agency will no longer participate on the GBR or JMC. Deposits made theretofore will remain with the ECWMA.

12. **Amendment.** This Agreement may be amended only by a written agreement approved by a unanimous vote of the member agencies.

13. **Effective Date.** This Agreement shall become effective upon approval by eight member agencies.

14. **Notices.** Notices authorized or required to be given pursuant to this Agreement shall be in writing and shall be deemed to have been given (1) when mailed, postage prepaid or faxed, or (2) delivered during working hours to the addresses and fax numbers set forth below for

each member agency. Each member agency that changes its address shall promptly provide notice of the changed address to the Chair of the JMC, which will be the current address of the member agency.

16. **Execution.** This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by all parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the parties hereto, pursuant approval of their respective City Councils, Boards of Supervisors, Boards of Directors or governing boards, have caused their names to be affixed by the party and respective officers as of the day and year first above written.

**City of Antioch**

By Mary Helen Rocha  
Mary H. Rocha  
Title Mayor

Date April 23, 1997

**City of Brentwood**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Byron-Bethany Irrigation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Contra Costa County Water Agency**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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City of Antioch \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

City of Brentwood

By Jay M. Corey

Title City Manager

Date 4.25.97

Byron-Bethany Irrigation District

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Contra Costa County Water Agency

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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**City of Antioch**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**City of Brentwood**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Byron-Bethany Irrigation District**

By *Paula Calhoun*

Title *General Manager*

Date *4/8/97*

**Contra Costa County Water Agency**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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**City of Antioch**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**City of Brentwood**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Byron-Bethany Irrigation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Contra Costa County Water Agency**

By MARK DILL

Title Chair, Board of Supervisors

Date 5/20/97

**Contra Costa County Sanitation District 19**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Contra Costa Water District**

By Thomas J. O'B

Title GENERAL MANAGER

Date 7/29/97

**Delta Diablo Sanitation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Diablo Water District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**East Contra Costa Irrigation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Ironhouse Sanitary District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**City of Pittsburg**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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[Signature] 16 July 97  
DEPARTMENT HEAD DATE

[Signature] 7/13/97  
ASSISTANT GENERAL MANAGER DATE

[Signature] 7/17/97  
RISK MANAGEMENT OFFICER DATE

[Signature] 7/16/97  
DIRECTOR OF FINANCE DATE

March 20, 1997

Page 6

**Contra Costa County Sanitation District 19**

By \_\_\_\_\_  
Paul H. Causey  
Title General Manager/District Engineer Date 9/2/97

**Contra Costa Water District**

By \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**Delta Diablo Sanitation District**

By Paul H. Causey  
Paul H. Causey  
Title General Manager/District Engineer Date 9/2/97

**Diablo Water District**

By \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**East Contra Costa Irrigation District**

By \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**Ironhouse Sanitary District**

By \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**City of Pittsburg**

By \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**Contra Costa County Sanitation District 19**

By \_\_\_\_\_

*Title* \_\_\_\_\_

*Date* \_\_\_\_\_

**Contra Costa Water District**

By \_\_\_\_\_

*Title* \_\_\_\_\_

*Date* \_\_\_\_\_

**Delta Diablo Sanitation District**

By \_\_\_\_\_

*Title* \_\_\_\_\_

*Date* \_\_\_\_\_

**Diablo Water District**

By *V. Wallace Allen*

*Title* \_\_\_\_\_

*Date* *4-5-97*

**East Contra Costa Irrigation District**

By \_\_\_\_\_

*Title* \_\_\_\_\_

*Date* \_\_\_\_\_

**Ironhouse Sanitary District**

By \_\_\_\_\_

*Title* \_\_\_\_\_

*Date* \_\_\_\_\_

**City of Pittsburg**

By \_\_\_\_\_

*Title* \_\_\_\_\_

*Date* \_\_\_\_\_

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**Contra Costa County Sanitation District 19**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Contra Costa Water District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Delta Diablo Sanitation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Diablo Water District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**East Contra Costa Irrigation District**

By \_\_\_\_\_

Title General Manager

Date 3-11-97

**Ironhouse Sanitary District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**City of Pittsburg**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Contra Costa County Sanitation District 19**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Contra Costa Water District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Delta Diablo Sanitation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Diablo Water District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

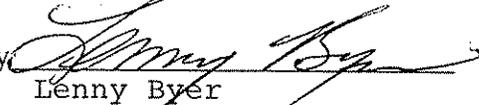
**East Contra Costa Irrigation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Ironhouse Sanitary District**

By 

Lenny Byer

Title President

Date March 28, 1997

**City of Pittsburg**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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**Contra Costa County Sanitation District 19**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Contra Costa Water District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Delta Diablo Sanitation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Diablo Water District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**East Contra Costa Irrigation District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Ironhouse Sanitary District**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**City of Pittsburg**

By \_\_\_\_\_

Title City Manager

Date 6/26/97

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# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended:</b> April 19, 2017	<b>Resolution:</b> 2017-04

## ARTICLE I

### NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

## ARTICLE II

### PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

## ARTICLE III

### BOARD OF DIRECTORS

#### Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either

two (2) or three (3) Directors are elected to serve to the District for the next four (4) years. The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

## **Section 2. Compensation**

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code. Director attendance at Regional Meetings shall only count as a compensated day of service when attendance at a Regional Meeting is specifically authorized in advance by the full Board. Travel and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

## **Section 3. Vacancies**

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

## **Section 4. Resignation**

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

# **ARTICLE IV**

## **OFFICERS**

### **Section 1. Elected Officers**

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a President Pro-Tempore.

## **Section 2. Terms and Responsibilities of Elected Officers**

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the first meeting in January and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Board members may serve on Standing Committees, Ad Hoc Committees, and attend Regional Meetings as necessary.

Board members shall be assigned to attend Regional Meetings. Director attendance at Regional Meetings as a representative of the Board shall only be compensated as a day of service, when attendance at a specific Regional Meeting is approved in advance by the full Board.

Regional Representation is to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill Primary and Alternate members to respective Regional Representation. Board Members shall be assigned to the Regional Meetings for a two-year term.

The Board shall maintain five (5) advisory Standing Committees. Two members of the Board of Directors shall be assigned to each Standing Committee. The Standing Committees and their subject matter and responsibilities are as follows:

1. WATER AND WASTEWATER COMMITTEE
  - a. Provide guidance/policy recommendations regarding all water and wastewater operations and planning.
2. PARKS AND RECREATION COMMITTEE
  - a. Provide guidance/policy recommendations regarding community center operations/activities, parks and recreation activities and landscaping efforts.
3. FINANCE COMMITTEE
  - a. Provide guidance/policy recommendations regarding budgets, investments/debt and the Public Financing Authority.
4. COMMUNICATIONS COMMITTEE
  - a. Provide guidance/policy recommendations regarding all Town of Discovery Bay Community Services District external communications activities.
5. INTERNAL OPERATIONS COMMITTEE
  - a. Provide guidance/policy recommendations regarding Town of Discovery Bay Community Services District personnel policies and general administration of the

organization.

Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule, which shall, at a minimum, meet at least quarterly. Said meetings shall be noticed pursuant to the Brown Act.

Board Standing Committees are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill two appointees to each Standing Committee. Board Members shall serve on the Standing Committee for a two-year term. Board members may voluntarily trade committee assignments with another Board member by mutual consent.

The Board may establish Ad Hoc Committees that may become necessary from time to time to receive input from the public on a specific subject matter and limited in term, and formed by Resolution of the Board.

**A. General Responsibilities of the Board President**

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

**B. General Responsibilities of the Vice-President**

1. Shall serve in the absence of the President.

**C. General Responsibilities of the President Pro-Tempore**

1. Shall serve in the absence of the President and the Vice-President.

**ARTICLE V**

## **APPOINTED OFFICERS**

### **Section 1. Appointed Officers**

- A.** The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B.** Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

### **Section 2. General Responsibilities of the General Manager**

- A.** Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B.** Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C.** Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D.** Ensure evaluation of personnel under his/her direction.
- E.** Interpret and publicize the programs and services of the District for and to the public.
- F.** Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G.** Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- H.** Perform the function of the District's Public Information Officer.
- I.** Participate in community activities.
- J.** Continue a program of professional development to assure and enhance staff's professional growth.
- K.** Keep the Board informed of all communications affecting the District.

### **Section 3. General Responsibilities of the Secretary of the Board**

- A. Certify official documents and letters as required.
- B. Maintain the official files and records of the Board.
- C. Prepare the agenda for the Board meetings.
- D. Prepare and distribute minutes of the meeting of the Board.
- E. Maintain historical record and newspaper articles.
- F. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1. Regular and Special Meetings**

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

#### **Section 2. Quorum**

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

#### **Section 3. Voting**

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.

- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted “AYE”, “NO” or “ABSTAIN”.

**Section 4. Notice of Regular and Special Meetings**

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

**ARTICLE VII**

**PAYMENTS, CONTRACTS, AND REPORTS**

**Section 1. Payments**

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two (2) Directors.

**Section 2. Contracts**

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

**Section 3. Reports**

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

**ARTICLE VIII**

**PARLIAMENTARY AUTHORITY**

Rosenberg’s Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The

President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

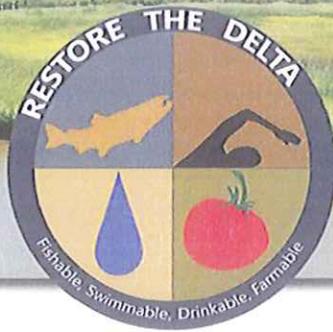
## **ARTICLE IX**

### **AMENDMENTS**

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



TownOfDiscoveryBay CSD  
Received



NOV 20 2017

Rick Howard  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376



November 2017

Dear Rick,

We are writing early this year asking for your help with a year-end donation so that we can finish our efforts to stop the Delta tunnels once and for all. We accomplished a great deal over the last four months to stop the project. However, we only reached one-third of our fundraising goal this last year, as we were fully focused on organizing to alter water district votes for the tunnels throughout the state. **We now need immediate funding to continue the effort.**

As you are probably aware, Restore the Delta not only handled a good portion of the research, all the policy analysis, and letter writing that brought about the state audit of Governor Brown's Delta tunnels plan, but we also generated extensive policy comments that had an impact on vote outcomes against the tunnels at Westlands Water District and Santa Clara Valley Water District. **Our detailed policy work, coupled with our relentless media and social media campaigns, and extensive grassroots organizing efforts have helped to pull away about half the support for the project by water contractors.**

We have now built a network of ratepayer groups, including hundreds of new water advocates, poised to help us continue the fight in Southern California against Metropolitan Water District (MWD) **because MWD and the Brown Administration are regrouping to advance a single 6,000 cfs tunnel project.**

Moreover, despite the outcome of the state and federal audits, the loss of federal funding, and overall administrative disarray, the Department of Water Resources is continuing to push ahead at the State Water Resources Control Board (SWRCB) with the permitting process for the change in the point of diversion so as to facilitate building a tunnel/tunnels at some point in the future. **Restore the Delta has one of the most compelling public interest cases to present to the SWRCB** because we have tracked and documented the misstatements made by water contractors to ratepayers throughout the state regarding costs and water deliveries with the Delta tunnels, in addition to water quality impacts on all Delta communities. **We need funding to finish presenting our case.**



Restore the Delta's efforts in media work, organizing, and teaching advocates about California water management and policies led to the stopping of BDCP, and the sinking of CA WaterFix twin tunnels. We are the group to organize the next round, but we need support.

**We believe that we have a solid 12-18 months of continued work to stop the tunnels once and for all, and that we are helping to create conditions that will make project construction impossible to commence.** However, we need to finish the fight, and send this project to the dustbin of failed plans, which can only happen with your continued financial assistance.

Thank you for your continued support. We are grateful for your confidence in our work.

Yours in service,

Barbara Barrigan-Parrilla

Executive Director, Restore the Delta

## Mike Davies

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**From:** Jim Mattison <jmattison@sbcglobal.net>  
**Sent:** Wednesday, December 13, 2017 11:53 AM  
**To:** Mike Davies; Debbie Gold; Kelly Quinn  
**Cc:** dist3@bos.cccounty.us; belcher1460@att.net; Kevin Graves  
**Subject:** Patrol Car / ERP for DB

Good morning,

I have had a number of people contact me about the most recent uproar asking my opinion. FYI, I have been mentioning this for over a couple years but no one wanted to act on it but here I go once more. Starting two years ago I recommended to the BUSD and TODB they should jointly hire a security person to patrol all our schools and parks between 11:00PM-6:00AM four or five days a week since we have no assigned sheriffs here after midnight.

TODB has multiple vehicles that could be used or rented. Mix up the days so no one can figure out when and where. All the schools have lots of vandalism and the parks do to. In fact the bathrooms at Cornell Park were just re-opened after two months for this reason I believe. Instead of paying \$30,000 or more a year for all the vandalism how about being proactive instead of reactive. This is what some of our P-6 moneys could be used for. It's unfortunate nothing happens until something happens. This patrol person could visit every school and park at least every hour, get out and look around.

I also recommended to the TODB we put together an emergency response plan for DB to put in place in case of fire, earthquake, floods, chemical, ect. There are a number of us that are already CERT in DB. A number of us that already have Haz Mat training and lots of police and firemen who live in town. What happens when Discovery Point or any other street is sealed off because of anything I mentioned ? Or the golf course floods as it's the lowest point in town ? Who knows where to go or who to call or who will come get them by boat or some other method and where to meet? Where are the sand bags and sand stored for floods ? I know because I talk with Jeff at Rec 800 all the time but does anyone else ? We should have a HAM radio for the TODB in case something big happens and where will the IC ( Incident command) be set up and who is the IC? In my opinion these types of things should have been put into place already and since none of it is in place perhaps now is the time to kick it in gear. Again, we need to be proactive not reactive. It would be great to get a few of the stakeholders together to start discussing our proactive needs here in DB and how to reach these goals. I can certainly set this up if you would like me too. That's all I got 😊

Thanks,

Jim Mattison  
925.698.1590